

**POLICY FOR FACILITIES RENTAL
OLD UNION PRESBYTERIAN CHURCH**

Revised by session 5/18/09

The fellowship hall is available for rental by congregation members, as well as by families and organizations in the community.

POLICIES

1. Reservations must be made by contacting the church office. Availability depends upon scheduled church activities and prior reservations.
2. If the reservation is for something other than a social event, such as a workshop, performance, or organizational meeting, the subject of the event must be approved by the church session.
3. The person making the reservation is responsible for any damage to the church property, furnishings, and equipment, and for adherence to these policies. The person making the reservation must be present at the event.
4. The person making the reservation must provide proof of homeowner's insurance.
5. Old Union reserves the right to refuse reservation requests by any individual or organization.
6. To be finalized, reservations must be made in writing, together with a \$75.00 deposit.
7. The rental fee must be paid in full no less than seven days before the scheduled event, or the reservation will be cancelled, and the deposit will be forfeited.
8. Rental of the hall includes use of tables and chairs. Permission for the use of other equipment or furnishings may be granted on a case by case basis. Tables, chairs, and other equipment must remain inside the building at all times unless special permission is granted in advance.
9. Use of kitchen equipment and facilities is available for an additional charge of \$50 (\$25 for church members). There is no charge for the use of the coffee pot.
10. The renter must provide all tableware, eating utensils, glasses, and paper products.
11. Access is limited to the fellowship hall, lobby area, kitchen, and restrooms. Use of other facilities (such as the conference room, pavilion, and older building) may be granted by special request in advance, for an additional fee (\$25 for the pavilion).
12. Proper adult supervision is required for events involving children and youth. Generally, the child to adult ratio must be at least 4:1 for preschool children, 6:1 for elementary aged children, 8:1 for junior high or middle school youth, and 10:1 for senior high youth.

13. Occupancy is limited to no more than 250 people per event. (from occupancy permit)
14. The use of alcohol is prohibited on church property, and the use of tobacco is limited to a designated area outside the church building. Conduct not appropriate for a church hall will not be tolerated and may result in the immediate end of the event and forfeiture of the deposit.
15. Thumbtacks may be used in the acoustic panels for decorations. Otherwise, no tacks, tape, nails, staples, or paint may be used on the floors, walls, windows, ceiling, tables, or chairs.
16. No open flames are permitted inside the building, except for food warming equipment.
17. Advance decorating and set-up is permitted, depending upon other events and activities that will be held in the hall.
18. No food or beverages may be left in the kitchen or hall at the conclusion of the event.
19. Garbage must be placed in the church garbage cans. Any garbage that does not fit in the church cans must be taken away by the renter.
20. Old Union Church will not be held responsible for personal or bodily injury sustained while using the facilities, or for any lost, stolen, or damaged personal property.
21. The \$75.00 rental deposit will be refunded if the building is left in the condition in which it was originally found. This includes returning tables and chairs to their original locations. Otherwise the deposit will not be returned.
22. If the building, furnishings, or equipment damage costs exceed the \$75 deposit, the renter will be billed for the difference.
23. A representative from the church will be available at the beginning of the event if needed, and at the end of the event to ensure that no damage was incurred and that clean-up is satisfactory.
24. All events must conclude by 10:00 PM and clean-up must conclude by 11:00 PM unless approval is granted in advance.

FEES:

Non-Members: \$150

Members: \$75

Fees may be adjusted or waived at the discretion of the church session.

These fees are in addition to the \$75 deposit made at the time of the reservation, which will be refunded if there is no damage and the building is left in a clean condition.

RENTAL RESERVATION FORM

Old Union Presbyterian Church
200 Union Church Rd, Mars PA 16046
www.OldUnionChurch.com
OldUnionChurch@gmail.com

Name of Group/Organization (if applicable): _____

Responsible Person: _____

Address: _____

Telephone: _____

Email: _____

Purpose for Event: _____

Approximate Group Size: _____

Event Date: _____, from _____ to _____

Please attach a copy of proof of insurance (homeowner's or group)

Special arrangements (must be made in advance):

I have read and understand the rental policies: (Signed) _____

Approval by church representative: _____