

**St. John's Episcopal Church**  
**576 Concord Road, Glen Mills, PA 19342**  
**610-459-2994**

**REQUEST FOR USE OF PARISH BUILDING/CHURCH**

1. Use of the Parish Hall and its facilities is limited to non-profit organizations, members of the Parish and non-members of the Parish. Groups **must** provide proof of non-profit status. For purposes of this request, a "member of the parish" is an individual known to the Treasurer.

The following degrees of kinship shall also be deemed to be a "member of the parish": "children" including biological, adopted and step-children; "grandchildren" including biological, adopted and step-children; "parents" including biological, adoptive and step-parents. The term "brothers" includes full brothers, half brothers, brothers through adoption and step-brothers. The term "sisters" includes full sisters, half sisters, sisters through adoption and step-sisters.

In order for a "Non-Member" to use the parish hall and facilities, he or she **must be** sponsored by a "Member of the Parish". The Non-Member **must also employ** the on-staff Sexton.

2. All organizations and groups using the facilities **must** provide the church office with a Certificate of Insurance which lists "St. John's Episcopal Church" as an additional insured. Said insurance shall have limits of not less than \$1,000,000 per occurrence limit of liability.
3. Outside Caterers **must** provide proof of liability and Workers' Compensation coverage. These Certificates of Insurance **must** be provided to the church office at least two weeks before the scheduled event.
4. *Smoking is prohibited in the church buildings at any time.*
5. All organizations using the kitchen **must** provide their own cooking, eating and cleaning utensils/materials. The kitchen **must** be cleaned and returned to its original condition, including the floor. All food items **must** be removed and the trash should be placed in tightly closed trash bags in the dumpster near the garage upon leaving the facilities.
6. **Use of the Stove/Oven requires a separate, refundable security deposit of \$750.00. There is a suppression system on the stove/oven which costs \$1,500 to recharge. Arrangements must be made, prior to the event, to have a representative from the organization review the operation of the Stove/Oven with a representative of St. John's.**
7. *The use of hard liquor and mixed drinks is not permitted.* Wine and/or beer may be served to adults with the written permission of the Rector or a designated Officer of the Vestry and served in accordance with Pennsylvania State Law.
8. No music, recorded or live, shall be played excessively loud. Any entertainment must also comply with any and all local ordinances governing this activity.

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9. All plans for decorations **must** be submitted along with request for use of facilities. Decorations **must** not be fastened to walls, ceilings or floors with tacks, nails or permanent adhesives. All decorations **must** be removed immediately after the event and the facilities **must** be returned to their original condition.
10. The organization agrees to pay all fees required **prior to the event** as outlined on the fee schedule. A separate check is required for each applicable fee (applicable security deposits, rental fees, and equipment fees) should be **made payable to "St. John's Church"**.

**A separate check for the on-staff Sexton fees is to be made payable to:**

**RON ARRANTS**

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11. Organizations that use St. John's Church or the Parish building do so at their own risk. All persons who use the Parish Building agree to save and hold harmless St. John's Episcopal Church in case of any injury to persons or damage to property which may result from their use of the church or Parish Hall or any part of the building or parking lot.
12. All events **must end by 9:30 p.m.**
13. The organization is responsible for monitoring the behavior of its attendees. If a person becomes unruly, they **must** be immediately expelled.
14. Use of the church is at the sole discretion of the Rector and **must** be in accordance with church canons. Additionally, if non-St. John's clergy will be used for the service, the Rector **must** also approve the officiant.
15. This agreement **does not apply** to church events, vestry or church committee meetings.



**SAINT JOHN'S**  
EPISCOPAL CHURCH

*Rooted in God, Growing in Faith*

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<u>Type of Group</u>	<u>Refundable Security Deposit</u>	<u>Equipment Deposit</u>	<u>Rental</u>	<u>Sexton**</u>
Non-Profit community Self Help group*	-	-	<b>\$20.00</b>	\$0.00
Boy Scouts and Girl Scouts*	-	-	0.00	0.00
Parish Hall – Member of Parish	\$100.00	-	\$100.00	<b>\$100.00</b>
Parish Hall – Non-Member of Parish***	\$100.00	-	\$300.00	\$100.00
Nicole Marie Louisignau Room – Member of Parish	\$100.00	-	\$50.00	\$75.00
Nicole Marie Louisignau Room – Non-Member of Parish	\$100.00	-	\$100.00	\$75.00
Kitchen – Member of Parish	0.00	\$750.00	\$100.00	\$125.00
Kitchen – Non-Member of Parish	0.00	\$750.00	\$250.00	\$125.00
Father Battin Room – Member of Parish	\$100.00	-	\$50.00	\$75.00
Father Battin Room – Non-Member of Parish	\$100.00	-	\$150.00	\$90.00
1702 Room – Member of Parish			\$50.00	\$75.00
1702 Room – Non-Member of Parish			\$75.00	\$75.00

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**Note: Employees of St. John's Church will be charged Parishioner rates.**

\*For regular meetings of church sponsored troops/groups only; additional charges may apply for special events.

\*\*In the absence of an on-staff sexton, a security deposit of \$100.00 will be required. This deposit will be returned when it has been determined that the hall or room has been restored to its original condition. A security deposit is not required for Scouts or Non-Profit Community Self-Help group regular meetings.

\*\*\* Additional \$50 fee to use AV equipment.

*See page 2 for how to make out your checks.*

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Name of Organization: \_\_\_\_\_

Person Renting: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address \_\_\_\_\_

Is this Organization a non-profit? Y N [If yes, proof of non-profit status must be attached]

**Date Requested:** \_\_\_\_\_

**Time Requested (From – To):** \_\_\_\_\_

Room(s) Requested - *if special room setup is needed, please arrange with the Parish Administrator before event*

- ( ) Parish Hall
- ( ) Nicole Marie Louisignau Room
- ( ) Kitchen
- ( ) Father Battin Room (formerly Front Lounge)
- ( ) 1702 Room
- ( ) Church
- ( ) Other \_\_\_\_\_

Purpose of Event and Plans for decorations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate Number Attending: \_\_\_\_\_ Total Amount Owed: \_\_\_\_\_  Paid

*Office use only.*

**I understand that I will not be using the stove/oven. (Please Initial)** \_\_\_\_\_

I agree on behalf of \_\_\_\_\_ (Group) to accept all of the conditions stated in this Agreement.

Name (please print) \_\_\_\_\_

Signature:

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Rector or Church Designee:

\_\_\_\_\_ Date \_\_\_\_\_

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**HOLD HARMLESS INDEMNIFICATION AGREEMENT**

This agreement between St. John's Episcopal Church (**The Church**) and \_\_\_\_\_ (**Occupant**) entered into on this date \_\_\_\_\_ for use of the premises located at 576 Concord Road, Glen Mills, Pennsylvania 19342 (The Premises) in consideration of the mutual promises contained herein the parties hereby agree that the aforementioned Occupant will save, indemnify, and hold harmless The Church from any and all claims which result in bodily injury or property damage received as a result of the activities to be conducted at The Premises by all employees, volunteers, participants, or anyone associated with Occupant during such time as Occupant is utilizing said facilities.

Furthermore, the Occupant understands that the responsibility to obtain insurance is not the duty of The Church. It is recommended that the Occupant obtain separate insurance in accordance with the use of the facilities. The Occupant agrees to abide by all laws, ordinances and regulations in effect by any government unit with appropriate jurisdiction. The Church may terminate this agreement at any time with prior written notice.

**Signed:**

\_\_\_\_\_  
Signature of St. John's Designee

\_\_\_\_\_  
Signature of Occupant Representative

\_\_\_\_\_  
Printed Name of St. John's Designee

\_\_\_\_\_  
Printed Name of Occupant Representative