

St. John's Episcopal Church, Glen Mills, PA 19342  
610-459-2994 SaintJohnsConcord.com  
REQUEST FOR USE OF PARISH BUILDING/CHURCH



**SAINT JOHN'S**  
EPISCOPAL CHURCH

*Rooted in God, Growing in Faith*

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. (Any 'member of the Parish' **MUST** ATTEND the entire event for the group to receive the discount.)
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 strictly prohibited in the church buildings at any time. This includes vaping.*
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.
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/individual agrees to pay all fees required at least one week **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 Sexton fees is to be made payable to: DAKOTA PAUSWINSKI.**

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11. Organizations/individuals 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/individual is responsible for monitoring the behavior of its attendees. If a person becomes unruly, they **must** be immediately expelled.
14. Use of all parish buildings 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 any worship service, the Rector **must** also approve the officiant.
15. This agreement **does not apply** to church events, vestry or church committee meetings.

**Approximate Room Dimensions**

Parish Hall	1800 sq. ft.
Nicole Maie Louisignau Room	666 sq. ft.
Father Battin Room	750 sq. ft.
1702 Room	660 sq. ft.

For room photos and further details / descriptions, please visit [SaintJohnsConcord.com/building-rental](http://SaintJohnsConcord.com/building-rental)

**Available Tables and Chairs**  
(as of August 2023)

<b>Chairs</b>	<b>Number</b>	<b>Often Used In:</b>
Black Padded Banquet Chairs	97	Parish Hall
White Folding Chairs	26	Nicole Marie Room
Padded Green Chairs	55	Battin & Music Rooms

<b>Tables</b>	<b>Number</b>	<b>Approximate Size</b>
Round – Large	3	5 ft diameter
Round – Small	12	46.5 inch diameter
Round – Bar Top/Cocktail	4	31 inch diameter
Rectangle – Long	12	8 ft x 30 inches
Rectangle – Short	4	6 ft x 30 inches
Rectangle – Buffet tables	2	6 ft x 18 inches

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**Event Fee Worksheet**

The Rector has final say over Room Reservations and fees.

<u>Group Type</u> <i>(Based on Room Availability)</i>	<u>Refundable Security Deposit</u>	<u>Equipment Deposit</u>	<u>Monthly Rental Fee</u>	<u>Sexton Fee</u>
<input type="checkbox"/> Self – Help Groups	-	-	\$20.00*	\$0*
<input type="checkbox"/> Scout Groups (BSA / GSA)	-	-	\$0*	\$0*

<u>Room &amp; Member Status</u>	<u>Refundable Security Deposit</u>	<u>Equipment Deposit</u>	<u>Rental Fee per Room</u>	<u>Sexton Fee per Room</u>
<b>Parish Hall (up to 4 hours, \$50/hr after that)</b>				
<input type="checkbox"/> Member of Parish + (see pg. 6)	\$100	-	\$100	\$125**
NON Member of Parish *** (see pg. 6)	\$100	-	\$300	\$125
<b>Nicole Marie Louisignau Room</b>				
<input type="checkbox"/> Member of Parish	\$100	-	\$50	\$75**
NON Member of Parish	\$100	-	\$100	\$75
<b>Kitchen – Equip. Deposit for Oven/Stove Use</b>				
Member of Parish +	0	\$750	\$125	\$125**
<input type="checkbox"/> NON Member of Parish	0	\$750	\$250	\$125
Food Prep Only (NO oven/stove use) ^	0	0	\$50	\$75
Fridge Use Only (NO prep/oven/stove use) ^	0	0	0	0
<b>Father Battin Room</b>				
<input type="checkbox"/> Member of Parish	\$100	-	\$50	\$75**
NON Member of Parish	\$100	-	\$100	\$75
<b>1702 Room</b>				
<input type="checkbox"/> Member of Parish	-	-	\$50	\$75**
NON Member of Parish	-	-	\$75	\$75
<b>Other Rooms / Church (contact office for info.)</b>				
<input type="checkbox"/> Member of Parish	TBD	TBD	TBD	TBD
NON Member of Parish				
<b>Totals:</b>				

For room photos and further details / descriptions, please visit [SaintJohnsConcord.com/building-rental](http://SaintJohnsConcord.com/building-rental)

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

- \* For regular meetings of church sponsored troops/groups only; additional charges may apply for special events.
- \*\* If member will setup/break down the room and remove all trash, sexton fee is reduced to \$50 to clean and reset.  
NON members MUST pay full sexton fee(s).
- \*\*\* Additional \$50 fee to use AV equipment.
- + Members ONLY - If using church dishes, an additional sexton fee is charged: \$1/person up to 50;  
\$2/person over 50.  
If using church tablecloths, you MUST take home, launder and return clean linens to the church within 1 week.
- ^ MEMBERS ONLY option

*See page 1 for how to make out your checks.*

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**Event Reservation Request**

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

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

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

Additional Contact (day of event): \_\_\_\_\_

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: including setup and tear down):** \_\_\_\_\_

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

(  ) Parish Hall – *please fill out pg. 6 and return to office at least 7 days prior to event*  
(  ) Nicole Marie Louisignau Room  
(  ) Kitchen  
(  ) Father Battin Room  
(  ) 1702 Room  
(  ) Church  
(  ) Other \_\_\_\_\_

Purpose of Event and Plans for decorations:

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Approximate Number Attending: \_\_\_\_\_ Total Deposit Fee Owed: \_\_\_\_\_  Paid *Office use only.*

Total Rental Fee Owed: \_\_\_\_\_ Total Sexton Fee Owed: \_\_\_\_\_  COI Provided

I would like to use the church linens & will launder and return within a week of my event. (*Members only.*)

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

**I understand that no hard liquor is permitted. (Please Initial)** \_\_\_\_\_ Will beer/wine be served? \_\_\_\_\_

**I agree to accept all of the conditions stated in this Agreement. (Please Initial)** \_\_\_\_\_

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

Signature:

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Date: \_\_\_\_\_

Signature of Rector or Church Designee:

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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:**

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Signature of St. John's Designee

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Signature of Occupant Representative

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Printed Name of St. John's Designee

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Printed Name of Occupant Representative

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**Parish Hall Setup Diagram (if needed) – return to office at least 7 days before event.**

