

St. Matthews Lutheran Church

Application for Use of Church Building

2440 Conestoga Road; Chester Springs, PA 19425
(610) 458-5675

www.stmatthews-church.org

Person submitting this request: _____

Address: _____

Phone: _____ Email: _____ Date: _____

Are you a member of St. Matthew's? _____ (yes/no)

Name of organization (if applicable): _____

Is this a non-profit organization? _____ Describe activity: _____

Begin date: _____ End date: _____ Begin time: _____ End time: _____

Frequency of meetings: _____ Number of guests expected: _____

Room(s) requested (***Please see fee schedule and guidelines for room usage on the next page***): _____

Please attach a Certificate of Liability for your group to this form.

Have you or your organization used St. Matthew's facilities in the past? _____ When? _____

Additional information: _____

Return completed form to Church Administrator Paula Reese (via email to: preese@stmatthews-church.org)

Request Approved: _____

Date approved: _____

Rental Fee: _____

Security deposit (if required): _____

Sexton fee/technology fee (if required): _____

Cleaning fee (if required): _____

Total charged: _____

Key Provided _____

Key Returned: _____

Per-Day Fee Schedule

ROOM	CAPACITY	CHURCH MEMBER	NON-MEMBER	COMPANY – NON-PROFIT	COMPANY – FOR PROFIT
CLC w/ Kitchen <ul style="list-style-type: none"> • A cleaning fee of \$150 is charged if food (other than light snacks) is served during the event. • Sexton fee of \$75 charged if extraordinary room set-up is required 		\$100 for up to 5 hours. Balance due day of event.	\$250 for 2 hrs. \$50/addl hr. 5-hour rental maximum. \$125 deposit due when reservation is booked. Balance due day of event	\$200 for 2 hrs. \$50/addl hr. 5-hour rental maximum. \$100 deposit due when reservation is booked. Balance due day of event. Can be waived by approval of council.	\$250 for 2 hrs. \$50/addl hr. 5-hour rental maximum. \$125 deposit due when reservation is booked. Balance due day of event.
Lounge with Kitchen (downstairs), including 2 classrooms.		\$50 for up to 5 hours. Balance due day of event.	\$150 for 2 hrs. maximum. \$100 refundable deposit due when reservation is booked. Balance due day of event.	\$100 for 2 hrs. maximum. \$150 refundable deposit due when reservation is booked. Balance due day of event.	\$150 for 2 hrs. maximum. \$200 refundable Ciodeposit due when reservation is booked. Balance due day of event.
Sanctuary with AV <ul style="list-style-type: none"> • \$75 technology fee if a/v use is desired / \$125 if live streaming is required. • Sexton fee of \$75 charged if over 30-guests. • Pastor fee (if applicable) 		\$500 - wedding, \$125 - other approved uses. Wedding/funeral includes AV and sexton/monitor fees	\$1,000 - wedding, \$500 - funeral, \$250 - other approved uses (plus \$75 AV fee if desired, \$75 sexton/monit or fee for over 30-guests). Wedding/funeral includes AV and sexton/monit or fees	n/a	n/a
Parsonage Conference Room		free; subject to approval	n/a	n/a	n/a

St. Matthews Lutheran Church Chester Springs

Space Use Policy

The following are policies and procedures established for our ministries and the community for use of our building and grounds. It is important to read, understand, and become familiar with these policies and comply with the guidelines that have been established. St. Matthews Lutheran Church reserves the right to modify, supplement, or revise any policy, provision, or fee, with or without notice as it deems necessary or appropriate.

Background / Qualifications for Use

St. Matthews Lutheran Church requires that all individuals follow these guidelines. It is the responsibility of the applicant to notify all participants of these guidelines. We reserve the right to cancel any facility use agreement at any time based on St. Matthews Lutheran Church ministry needs.

The use of St. Matthews Lutheran Church facilities is open to business, non-profits and individuals. Individuals may request usage of the facilities for personal use. Preference will be given to church members. St. Matthews Lutheran Church facilities are not for use by any group or groups advocating a specific political party or position, or whose goals are contrary to the mission and vision of St. Matthew's Lutheran Church.

The St. Matthews Lutheran Church administers requests for space and ground use for all requested activities, both internal and from the outside. The decision of the Council is final. All requests for use require completed application and other forms, application deposits (if required) and Council approval. A 30-day lead time is requested, if possible. The pastor, or Council executive committee may approve emergency or short lead-time requests as required at their discretion. The council will be promptly advised in these situations.

Application Fees / Payment

A security deposit, sexton fee, minister fee, technology fee, or cleaning fee may be requested as part of the booking. All fees other than a security deposit are non-refundable. Security deposits will be returned within thirty (30) days after conclusion of the rental. Payment is due when reservation is booked, and the balance due the day of the event. Payment may be made via PayPal, check (made payable to St. Matthew's Lutheran Church, re: [name of event]), or cash.

Cleaning

It is expected that the facilities will be cleaned and returned to in the condition as noted in the Room Setup/Clean up Section (below). If the facility has excess wear/tear, then the Church reserves the right to retain \$150.00 of any security deposit to clean the

room and return it to the pre-rental condition. Applicant will be billed for any excessive damage caused by applicant or his/her guests.

Loss and Liability

St. Matthew's Lutheran Church, its officers, and employees shall not be liable for loss, damage, injury, or death to persons or their property as a result of the use of the church facilities. Persons and/or organizations using the building hereby agree to indemnify St. Matthew's Lutheran Church, its officers, and its employees and hold harmless from all claims for loss, damage, injuries, or any casualty whatsoever. As a condition of renting the facility, applicant agrees to sign the Liability Waiver attached hereto as "Attachment A," and incorporated herein by reference.

St. Matthew's Lutheran Church is committed to providing a safe environment for employees, members, and visitors. All groups using the facility will provide St. Matthew's Lutheran Church a single point of contact at the time the application for use is completed. The group is responsible for paying for any damage to or loss of congregation's property that may result from its activity. Damages or other problems are to be reported to St. Matthew's Lutheran Church immediately. As a condition of rental, applicant may be required to provide St. Matthew's Lutheran Church a certificate of insurance identifying St. Matthew's as an additional insured under the applicant's policy relating to use of the property.

A key will be issued to the designated contact by the Church Administrator, Sexton, or other designated individual to access the rental space. Applicant will be responsible for returning the keys within 24-hours upon the conclusion of the event. Any lost key will be subject to a \$25 lost key fee.

Room Set-up

Room setup will be handled by the user group unless other arrangements have been made. All areas of the building shall be returned to the same condition the user group found them in at the beginning of the activity. An additional charge may be levied to the applicant or deducted from the security deposit if excessive cleanup or maintenance is required.

Cleanup includes, but is not limited to:

- Collect all garbage into bags and take it to the dumpster located at the back of parking lot.
- Wipe off tables and chairs.
- Return all tables and chairs to their proper place after your event. Return all rooms used to their normal set up.

- If using the kitchen, wash/dry all dishes used and return them to the correct location. Take all extra food/beverages with you. Wipe counters and leave the kitchen clean and ready for next use.
- Vacuum and sweep floors as needed. Report any damage to equipment promptly to the church office.
- Following all events, heat and air (as appropriate) returned to pre-use settings (if changed), windows closed and locked.
- Lock the doors and turn off all lights.

Advertising

All advertisements of activities and events held at St. Matthew's Lutheran Church shall not imply any sponsorship by the Church for those activities and must be approved by the Church. Any posters, notices, or displays for your event may not be posted to walls within the facility without the Church's approval. St. Matthew's Lutheran Church reserves the right to monitor, and limit posted information.

Restrictions

Use is limited to the requested room(s) and individuals are not permitted in any other part of the Church campus. No other uses or use of rooms shall be permitted other than those listed in the application and for the number of attendees listed thereon.

Supervision must be provided at all times by responsible adults appropriate in number for the size of the audience in attendance. Persons under the age of 21 shall not be permitted in the building without adequate supervision by adults. No children shall be left unattended or unsupervised. This includes supervision on the church playground, or anywhere in the church facility and/or on the grounds. For activities which involve interaction with minors, the applicant attests that comply with Pennsylvania's Youth Protection Policy.

Smoking, alcohol, and controlled substances are prohibited on the church grounds. It is the responsibility of the applicant to inform all those using the facility of these policies.

Weapons (firearms, weapons), fireworks or open fires are prohibited in or around church buildings, parking lots, or green spaces without the express approval of Church Council.

Food and Drinks are prohibited in the Sanctuary. Food and drinks may only be served and consumed outdoors, in the CLC or basement lounge area.

Equipment: Use of St. Matthew's Lutheran Church does not include the use of any equipment (AV, computer, music or office equipment) or materials which are the property of the Church unless by agreement between the parties. Due to wear and tear from

transportation and use, tables, chairs, and other equipment will not be permitted to be used outside the Church building except for church-sponsored events.

Parking: Employees, members, and visitors shall park at their own risk and the church will not be responsible for theft or damage to any vehicles parked on or near church property. St. Matthew's Lutheran Church will not be responsible for personal property left at the church, or inside vehicles that is lost, damaged, stolen, or destroyed.

Applicant Signature

Printed Name

Date

Attachment A

HOLD HARMLESS/INDEMNIFICATION AGREEMENT

Name of Applicant	
Activity Name	
Description of Activity	
Date of Activity	

I understand and agree that neither the Church nor its trustees, council members, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or attendees and guests, invited or not. Rather, I agree that I alone shall be responsible for any property damage, personal injury or death that may occur during use of the premises.

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the activity, I release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any loss, liability, claim, damage or costs, including court costs and attorney's fees, that may occur arising out of or participation in any form or fashion in the Activity.

It is the express intent that this Release and Hold Harmless Agreement shall bind the members of the activity set forth above, and shall be deemed as a RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE the above named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the Commonwealth of Pennsylvania.

I UNDERSTAND THAT THE CHURCH WILL NOT BE RESPONSIBLE FOR ANY COSTS ASSOCIATED WITH AN INJURY OR TO PROPERTY DAMAGE THAT MAY OCCUR. I understand that we should and am urged by to obtain adequate insurance to cover any personal injury or property damage which may be sustained during the activity. I agree to name the Church as an additional insured on any policy and will provide a certificate of insurance upon request. I ALSO UNDERSTAND THAT I AM RESPONSIBLE FOR ANY DAMAGE CAUSED OUT OF USE OF THE PROPERTY FOR THE ACTIVITY.

I further state the I am authorized to sign this agreement; that I understand the terms herein are contractual and not mere recital; and that I have signed this document of

my own free act and volition. I further state and acknowledge that I have fully informed myself of the content of this affirmation and release by reading it before I signed it.

I have executed this Church Usage and Hold Harmless Agreement

Applicant Signature

On behalf of St. Matthew's Lutheran Church

Printed Name

Printed Name

Date

Date