

# Church of the Advent Building Use Agreement

Church of the Advent agrees to offer the use of space and facilities in its building as noted below. The person signing this Agreement agrees to accept responsibility for ensuring that all the Terms and Conditions defined in this Building Use Agreement are observed.

Active members of the parish may use the hall and facilities free of charge but are still bound by the other terms of this agreement.

Name of Event or Organization \_\_\_\_\_

Contact Person & Title [or Role] \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

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

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Requests Use Date \_\_\_\_\_ ( Day of Week) \_\_\_\_\_

Purpose \_\_\_\_\_

Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_  
(Arrival & Departure times for Sexton to open & close the building)

Event Start Time for posting on Church Calendar \_\_\_\_\_  
[Actual beginning time meeting, etc.]

Number of people expected \_\_\_\_\_

Space needed (check all that apply)

Sanctuary  Parish Hall  Kitchen  Nursery  Godly Play Room

**Space Usage Fee: \$300 Make check payable to: Church of the Advent**

**Deposit of \$150 Due 2 weeks before event      Balance: \$150 Due at event**

Terms and Conditions for using space at Church of the Advent follow on the next page. Please read them carefully. Sign and return this Agreement, keeping a copy for your records. Signature will indicate that the Contact Person understands and will see that the Terms and Conditions are upheld.

# Terms and Conditions for Building Use

## Rates for the use of the Hall for non-members are as follows:

1-4 Hours: \$300

4+ Hours: \$400

**Smoking** is strictly prohibited in the building.

**Alcohol Beverages** are permitted but must be strictly controlled by an adult who is at least 25 years old. No alcohol may be consumed by anyone under the 21. The amount of alcohol that may be brought in is strictly limited to two drinks per person of legal drinking age. A drink is considered 12 ounces beer or 6 ounces wine. Hard alcohol (spirits) and bulk beer kegs are PROHIBITED. The user assumes any and all responsibilities for the distribution and monitoring of alcohol and for its effects and influence on those who consume it.

**Children** must be supervised at all times.

**The Sanctuary - Not available unless agreed upon in advance:** No food or beverages are allowed. The sound system is not to be used unless set up by church staff. The organ is not to be used unless prior permission is given, in writing, by the church Minister of Music. Only the existing pews and rear benches may be used for seating. Fire regulations prohibit placement of additional chairs in the aisles.

**Kitchen - Not available unless agreed upon in advance:** Users must provide their own food supplies, including coffee and paper goods (a list of recommended caterers is available on request of the Parish Administrator). Users must comply with all posted food safety rules. No food may be left in refrigerators. All trash must be bagged and secured.

**Furniture and Equipment:** All furniture, musical instruments and equipment must be left in the same condition and location in which they were found. Any damage must be reported promptly to the Parish Administrator, and the cost of repair or replacement will be the responsibility of the User.

**Publicity:** The name "Church of the Advent" may not be used in the title of any User's event or in conjunction with the event except as a description of its location. No use of any kind may be made of the phone #, email address or website of Church of the Advent in the publicity or other communications about the event.

**Signs:** Signs may be posted at the Parish on the day of use, but must be removed after use of the space. Nails, tacks, screw hooks or adhesive tape may not be used.

**Insurance and Liability:** Church of the Advent's insurance does not cover any third party users, neither individuals nor groups regardless of their membership status. The user assumes full responsibility for the actions and safety of all attendees and agrees to defend, indemnify, release and hold harmless Church of the Advent, its employees, agents, directors, vestry and staff, of and from any and all claims, judgments and liabilities including, but not limited to, damage to church property arising from the event.

Therefore, for the User's protection the Church requires proof of liability insurance with limits of liability of at least \$100,000 per occurrence and \$300,000 in the aggregate to be furnished in advance of the event. This can be either an extension of the User's homeowners or a separate rider. For details please contact your agent.

**Handicapped accessibility:** Through use of specific entrances, the Church is handicapped accessible. The basement is not handicapped accessible at this time

**Miscellaneous:** Thermostats may not be adjusted, nor may any furniture or equipment be removed for use out of doors of the church buildings, nor may any posters or other materials on the walls of the buildings be removed without consulting the Parish Administrator or Rector. The use of the buildings and facilities of Church of the Advent is subject to the laws of the Borough of Hatboro and the Commonwealth of Pennsylvania. The person signing this Agreement accepts responsibility for compliance with these laws and with the Terms and Conditions of this Agreement.

(Updated - 01/2019)

**Church of the Advent, Hatboro**

**AGREEMENT FOR BUILDING USE**

I have read the above terms and conditions of the use of the \_\_\_\_\_ (fill in the space) of Church of the Advent. I hereby agree to abide by them and also agree to pay the usage fee, sexton's fee and any additional fees I may incur as a result of damage or neglect. Any cancellation of this agreement must be given no later than 48 hours before the start of the event. Otherwise, I agree to forfeit the deposit.

Building use period is from \_\_\_\_\_ to \_\_\_\_\_

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed \_\_\_\_\_ (User/Renter)

Signed \_\_\_\_\_ (on behalf of Church of the Advent)

\_\_\_\_\_ (date)

Deposit Received on \_\_\_\_\_

Paid in full on \_\_\_\_\_

Proof of Insurance Received on \_\_\_\_\_

**Church of the Advent, Hatboro**

**ADDENDUM FOR BUILDING USE – COVID-19**

**GROUP NAME:** \_\_\_\_\_

Each group using the spaces of the Church of the Advent agrees to the following:

Use only the parish hall for meetings

Use only the handicapped restroom

The kitchen will not be used

To develop and submit a plan to assure that the area is clean and sanitized before departure from the Church space.

This plan must adhere to the Diocese of Pennsylvania's guidelines for returning – see website for details - (<https://www.diopa.org/news/plan-for-return>). Said plan must assure the cleanliness and sanitization of the following areas:

Assigned restroom

Parish Hall

Hallway surfaces

Doorways and door handles

Prior to the group's ability to resume in-person meetings or gatherings, this must be submitted to the Church and approved by a church official. The group will be responsible for: mask-wearing, maximum capacity ( \_\_\_\_\_ ), and social distancing guidelines and other governmental guidelines that may be in place at the time of rental/use.

Submitted by and Signed by \_\_\_\_\_  
(User/Renter)

Approved by and Signed by \_\_\_\_\_  
(on behalf of Church of the Advent)