

**Application and Agreement for
One-Time Usage of Building and Grounds**

**St. Paul's Evangelical Lutheran Church
1475 Noble Avenue
Bridgeport, CT 06610**

Name of Person, Group, or Organization: _____

Person(s) responsible: _____

Address: _____

Business Phone: _____ Home Phone: _____

E-mail: _____ Cell Phone: _____

Type of Activity: _____

Date of Activity Being Requested: _____

Start Time: _____ End Time: _____

Area(s) Requested: Klein Hall (50 people)

Reisch Hall (180 people)

Sanctuary (300 people)

Number of People Attending: _____

Number of Hours _____ @ \$100.00 per hour = \$_____

Deposit..... \$100.00

Custodian..... + \$100.00

Total Due..... \$_____

Amount Paid..... \$_____

Balance (due 2 weeks before event)..... \$_____

Signature: _____ Signature: _____

Print Name: _____ Print Name: _____

Please read the important information on both sides of the attached sheet.

Policy for One-Time Building Use

- 1) No alcoholic beverages are permitted in the buildings.**
- 2) No smoking is permitted inside the building.**
- 3) Any damage to or loss of property resulting from use of the building will be the responsibility of the group using it. Users are also responsible for any equipment or supplies owned by any group or individual brought into the building. All such materials must be removed from the building at the end of the meeting. The congregation is not responsible for items left in any of the rooms.
- 4) Applications for the use of the buildings or specific rooms in the buildings may be obtained from the Church Office or the Pastor. The application must be filled out in full, signed by the applicant, and approved by the Council. Requests should be made during office hours. The applicant must also sign an agreement affirming that he or she is aware of the congregation's policy on use of the building and that the group must abide by the policy. All groups reserving the building must submit a signed agreement before the room or rooms will be officially reserved.
- 5) No material of any kind can be posted directly on the walls of the meeting room.
- 6) When the room is to be used by organizations or groups with members under the age of 18, applications for use of the facility must be made by adults, and an adult in charge should arrive before the young people and must stay until the departure of all young people.
- 7) Food and refreshments may be served in conjunction with meetings in the buildings. Kitchen facilities may be reserved at the time of application. All food and drink must be confined to the kitchen, Klein Hall, and Reisch Hall. No food or drink is permitted in the church proper, the sanctuary.
- 8) The building user must arrange for the preparation and serving of foods with a caterer who is licensed. Foods must be prepared and cooked at his place of business. (No cooking is permitted in the kitchen.) Foods must be kept warm on kitchen stove tops or cold in the refrigerator.
- 9) Any special furniture arrangement is the responsibility of the group. If the existing furniture is altered for a meeting, it must be rearranged in the original order before leaving the building.
- 10) If there are other individuals or groups meeting in the building, the noise level must be kept down to an acceptable level.
- 11) Failure to adhere to the rules and conditions governing the use of the building may result in denial of the privilege to use it.

- 12) A deposit is required at the time of the signing of this contract (see Fees for Building Use). All payments to be made in cash or money order. No personal checks. Payment in full is required two weeks prior to the date of the event. All payments are refunded if cancellation occurs 30 days before the reserved date. Deposit will be forfeited if the space is not left clean. The premises must be cleaned immediately after the event.
- 13) This contract must be signed by the individual or organization officer who is liable for the final payment and use of the building, and the church representative.
- 14) Decorations should be confined to tables only. Decorations must be fire resistant and in good taste.
- 15) No material, supplies or food is to be stored by any group. No fixtures or furnishings are to be left on the premises after the meeting.
- 16) Rooms must be left as they are found. All lights are to be turned off and doors locked and secured upon the end of each meeting.
- 17) It is expected that any group using the building and grounds will not hold St. Paul's Lutheran Church of Bridgeport, CT responsible. All groups are to present a copy of their insurance certificate of liability policy from their insurance provider for the record.
- 18) Kitchen use policy:
 - a) The kitchen may be used only to heat up food in the ovens. The range top is not available for use.
 - b) Please bring with you all your own cleaning products, dish towels, utensils, cups, plates, and paper goods, and take them when you leave.
 - c) Whatever food or beverage you bring, please take with you when you leave.
 - d) Make sure kitchen is clean, especially the sinks.
 - e) Make sure the range is turned off, all lights in the kitchen are turned off, and kitchen doors closed when leaving.
- 19) Please put all garbage in garbage bins and plastic bags.
- 20) One hour will be provided free of charge for setup immediately prior to your event.
- 21) In case of emergency, please call 911, and call the Custodian assigned to your event: _____