

## ST. PAUL'S EPISCOPAL CHURCH

25 Westminster Road, Rochester, NY 14607  
Tel. 585-271-2240 Fax 585-271-8879  
Email: [info@stpaulsec.org](mailto:info@stpaulsec.org) Website: [www.stpaulsec.org](http://www.stpaulsec.org)

### Facilities Rental Agreement – Outside Group

The Vestry of St. Paul's Episcopal Church authorizes the rental of church facilities to religious groups whether Episcopal or not, to groups involved in not-for-profit activities, and, with the permission of the St. Paul's Rector, to for-profit groups.

To rent the facilities of St. Paul's, please read this entire document carefully, complete and return the application on the reverse side to the church office, Attn: Clergy Assistant, at least two weeks prior to the date of your event. Please contact the Clergy Assistant at 271-2240 if you have any questions. The St. Paul's Church's office hours are 10:00 am to 4:00 PM, Monday through Friday. After review of your request, the Clergy Assistant will notify you of your room assignment and rental cost, or with the reason your request was not approved. St. Paul's Church reserves the right to decline your application for any reason.

The following rules of use must be followed at all times; please read them carefully. Disregard for or violation of these rules will be cause for immediate termination of this Facilities Rental Agreement, forfeiture of your security deposit, and for the refusal of future permission to rent St. Paul's Episcopal Church facilities.

- Any outside group renting St. Paul's facilities shall provide St. Paul's with a copy of the group's certificate of liability insurance coverage that names St. Paul's Church as an additional insured. It is the sole responsibility of the outside group to contact its insurance company and obtain the necessary document.
- Outside groups shall be fully responsible for any and all damage to property, and for any and all personal injuries resulting from or related to your use of St. Paul's facilities.
- A security deposit of \$250 is required at time of your application. The security deposit will be refunded if your event is not approved by St. Paul's.
- Event cancellations are to be made at least 48 hours in advance. Failure to notify St. Paul's in the event of a cancellation will result in the forfeiture of your security deposit.
- All activities are to end and premises vacated by 10:00 p.m., Monday through Thursday; by 5:00 PM, Friday; and by 12:00 PM, Saturday. Extended hours are possible with permission from St. Paul's Church and at an additional cost.
- Outside groups are responsible for leaving the rented room(s), and kitchen if used, in condition originally found.
- No decorations are to be attached to any door, wall, window, floor, or ceiling. The use of tape, tacks, nails, glue, or any other type of adhesive material **ARE NOT ALLOWED AT ANY TIME.**
- St. Paul's Church is a non smoking campus. Smoking is not permitted in any building or on the grounds at any time.
- If you wish to serve alcohol at your event, please request the Alcoholic Beverages Policy from the Clergy Assistant. It is the sole responsibility of the outside group to obtain a temporary Wine & Beer Permit as required by New York State, or hire a St. Paul's approved event caterer.
- Rearranging room furniture is not allowed. Church maintenance personnel will set up the room prior to your use.
- All unused food and drink must be removed from St. Paul's at the end of your event.
- Prior arrangement must be made before using the dishwasher.
- If food is served, you are responsible for clearing all tables, bagging all trash, and placing all trash bags and recyclables material in the trash dumpster and recycling bins in the parking lot, and leaving the facility in the condition in which it was found.
- Any outside group renting the St. Paul's facility and planning to serve alcoholic beverages shall indemnify and hold St. Paul's harmless from and against all claims and liabilities related to the use of alcoholic beverages on Parish property, and shall provide St. Paul's with a copy of the group's certificate of liability insurance coverage that names St. Paul's Church as an additional insured. It is the sole responsibility of the outside group to contact its insurance company and obtain the necessary document.

**SECURITY** - A representative from the outside group shall be responsible for being at an open door at all times. At no time shall a door be left unlocked and unmonitored. Church Maintenance personnel will be responsible for securing the facility after the event.

**PARKING** - St. Paul's has limited onsite parking. Clergy and maintenance personnel parking spaces are clearly marked and are reserved; they are not to be used under any circumstance. Please observe all marked handicapped parking spaces and all City of Rochester on-street parking regulations. For large gatherings you may ask the Rochester Police Department's Highland Section (585-428-9800) for permission to park on both sides of Westminster Road, Vick Park B, and East Avenue. Contacting the Rochester Police Department is the sole responsibility of the outside group.

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**APPLICATION FOR RENTAL OF ST. PAUL'S EPISCOPAL CHURCH FACILITIES**

*Please Print Neatly*

Date of Application:		Day(s) & Date(s) of Event(s):	
		Set-up Start Time:	Event Start Time:
		Clean-up End Time:	Event End Time:
Name of Your Group:			
Address of Your Group:			
City/State/Zip:			
Contact Name for Your Event:		Telephone No.:	
Number Attending Your Event:		Fax No.	
Purpose of Your Event:		Email address:	
Name and Cell Phone Number of Person Assuming On-Site Responsibility the Day of Your Event:			
Do you require handicapped accessibility for your event?			
Do you plan to serve beverages and/or food at your event?			
Do you plan to serve alcoholic beverages at your event?			

*I understand and agree to adhere to the rules set forth for use of St. Paul's facilities as printed in this agreement." I affirm that I am authorized to sign on behalf of my group, and to bind the group to these terms.*

Signature of Officer of Group: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Officer: \_\_\_\_\_ Title: \_\_\_\_\_

Your application to use St. Paul's facilities on the date listed above is APPROVED / NOT APPROVED.

Assigned Room \_\_\_\_\_ Rental Cost \_\_\_\_\_

Signature for St. Paul's Episcopal Church: \_\_\_\_\_ Date: \_\_\_\_\_