

**SHELOCTA COMMUNITY PRESBYTERIAN CHURCH
RULES AND RESPONSIBILITIES
FOR RENTAL OF SOCIAL HALL**

182 S Ridge Rd Shelocta Pa 15774 Phone: 724-354-2352

- ❖ The Session approves all activities and reserves the right to refuse any activities at their discretion; therefore, requests should be made in time that the Session may consider the request at a regular monthly meeting.
- ❖ Activities will be restricted to the area(s) approved, restrooms and entrance to that floor.
- ❖ Those approved for the Social Hall will have access to the kitchen.
- ❖ All areas should be left cleaner than or as clean as you found them. Clean sweep all messes quickly. Scrub floors in the event of any spills. All trash needs to be bagged and collected in garbage cans. Place bags in outside trash container at end of building before leaving.
- ❖ Inform Tim Johnston (724)726-9292 or Len Smith (724)354-3165 of any situations or damage before or during use of facility. Unreported damage will result in the individual or group being denied future use. All cost of damage incurred will be paid for by the individual or group responsible.
- ❖ All church items used in the kitchen should be washed, dried and returned to the proper place.
- ❖ Check restrooms before leaving facility. Pick up all paper from floors, flush toilets, make sure no water is running and empty garbage cans.
- ❖ At end of activity, return tables and chairs as you found them, turn off lights, close all interior doors and lock outside doors.
- ❖ Food placed in refrigerators should be clearly labeled with group's name and date and discarded or removed after the event.
- ❖ Non-church groups must furnish their own paper products, table coverings, dishcloths, dishtowels and detergent.
- ❖ If snow removal is needed prior to your group's activity, you are responsible for clearing the entrance you will be using.
- ❖ No alcohol is permitted in the church or on the church properties. No smoking on premises. No illegal activities permitted.
- ❖ All activities must be conducted with the highest respect toward all persons, property, and policies of the church.
- ❖ Keys shall be picked up and returned to church secretary during office hours.

FEES FOR (ALL DAY) RENTAL* : *Sunday rental period begins after church service ends.

Members: No charge, but donations gladly accepted.

Non-members: \$125.00 use fee plus \$25.00 custodial fee. Total \$150.00

At least half of the fee is due within seven (7) days of approval of rental.

Balance due seven (7) days prior to date reserved.

Contact Person: _____ Phone: _____

Group requesting use: _____

Purpose of rental: _____

Date of proposed rental: _____ Time of Use: _____

I understand the rules and responsibilities as listed above. I sign hereunder to show my receipt of these rules and responsibilities, applicable fee schedule, and acknowledgement of my liability for damages, should any be incurred.

Signature/Date _____