

FACILITIES USAGE AGREEMENT

ST. PETER'S CHURCH OF COUPLAND

108 Wathen, PO Box 146, Coupland TX 78615 *512-856-2433*

StPetersCoupland@gmail.com or www.StPetersCoupland.org

Requests for use of St. Peter's Church of Coupland facilities and property must be initiated by submitting this form to the Church Office. All requests shall be approved by the Church Council, then the Council will inform the Church Office for scheduling.

Facility usage requests from Voting Members, Associate Members and Non-members will **ALL** be scheduled in this same manner.

- A. **Voting Members** and **Associate Members** are as defined by St. Peter's Constitution and Bylaws. Non-members have no affiliation with St. Peter's Church.
- B. St. Peter's Church Organizations may use the facilities without charge. Requests must be made through the Church Office directly, to avoid scheduling conflicts.
- C. Requests for Church usage by Local Non-profit Service Organizations such as: Scouts, Coupland Civic Organization, Coupland ISD, Coupland Fire Department, etc., must be made through the Church Office. Completion of this document is required. ***See below Waived Fees**
- D. Requests for Church usage for Funeral Services made by Voting Members and Associate Members must be scheduled through the Church Office. Completion of this document is required. ***See below Waived Fees.**

***Waived Fees:** Community Service is an important mission of St. Peter's Church, as well as ministering to all our church members in times of bereavement. Therefore, Rental Fees shall be waived for Church Member Funerals and for Service Organizations as detailed in section C. (Note: Cleaning/Utility and Security Deposit Fees will still be collected). The Church Council shall approve all such Waived Fee requests.

SET-UP AND REHEARSAL

ONLY ONE DAY PRIOR will be allowed for set-up or rehearsal at no extra charge.

VOTING MEMBER USAGE FEES

SANCTUARY

Rental Fee: waived
Cleaning/Utilities Fee: \$100
Security Deposit: \$100 (separate check)
\$200 total*

FELLOWSHIP HALL

Rental Fee: waived
Cleaning/Utilities Fee: \$100
Security Deposit: \$100 (separate check)
\$200 total*

OTHER FEES: Pastor to Officiate: Honorarium TBD ~~ Church Pianist: \$200

ASSOCIATE MEMBER USAGE FEES

SANCTUARY

Daily Rental Fee: \$200 (waived for Funerals)
Cleaning/Utilities Fee: \$100
Security Deposit: \$200 (separate check)
\$500 total* (\$300 for funerals)

FELLOWSHIP HALL

Daily Rental Fee: \$200 (waived for Funerals)
Cleaning/Utilities Fee: \$100
Security Deposit: \$200 (separate check)
\$500 total* (\$300 for funerals)

OTHER FEES: Pastor to Officiate: Honorarium TBD ~~~ Church Pianist: \$200

NON-MEMBER USAGE FEES

SANCTUARY

Daily Rental Fee: \$500 (or \$250 for Funerals)
Cleaning/Utilities Fee: \$100
Security Deposit: \$500 (separate check)
\$1100 total* (\$850 for funerals)

FELLOWSHIP HALL

Daily Rental Fee: \$500 (or \$250 for Funerals)
Cleaning/Utilities Fee: \$100
Security Deposit: \$500 (separate check)
\$1100 total* (\$850 for funerals)

OTHER FEES: Pastor to Officiate: Honorarium TBD ~~~ Church Pianist: \$300

MULTI-DAY RENTALS are subject to additional utilities charges.

PAYMENT POLICIES

The Security Deposit is due at time of signing and Full Payment is due to the Church Office no later than four (4) weeks prior to your event. Payments for Deposits, Rental Fees and Cleaning/Utilities Fees must be made by check payable to St. Peter’s Church of Coupland. Checks for Pastor and Pianist fees are to be made payable directly to the individuals.

***NOTE: SECURITY DEPOSIT CHECKS MUST BE SEPARATE** from Rental Fees and Cleaning/Utilities Fees (which can be combined). Provided that St. Peter’s facilities (including restrooms) are undamaged and no excessive cleaning is required, the Security Deposit will be refunded.

GUIDELINES FOR USE OF CHURCH FACILITIES FOR ALL EVENTS

1. **ALCOHOL** – There will be NO ALCOHOL allowed in the Sanctuary (other than Communion Wine), in the Fellowship Hall or anywhere on Church property.
2. **TOBACCO** – NO SMOKING permitted anywhere inside or outside on Church Property.
3. **FOOD AND DRINK** – NO FOOD or DRINK is allowed in the Sanctuary - only in the Fellowship Hall.
4. **UTILITIES** – All climate controls and lights will be operated by your Events Coordinator.
5. **PIANO/ORGAN** –Do not allow anyone to play on any organ or piano, as damage will be billed to the Renter and any amounts due will be in addition to your Security Deposit. Exception: Musicians may play the sanctuary piano for Weddings and Funerals.
6. **ALTAR** – No flower arrangements directly on the altar ~ use flower stands on either side.
7. **PHOTOGRAPHERS** – Photographers/Videographers will follow the direction of the Pastor, so as not to interfere with the sanctity of the ceremony in the Sanctuary.
8. **SEATING** - Sanctuary seats 225 people and the Fellowship Hall seats up to 150 people. Chairs and 60” round tables and 6ft and 8ft rectangular tables are provided by the Church.
9. **KITCHEN** – Counters/sinks are to be wiped clean and items returned to their original places. Users must supply their own paper/plastic products and their own coffee, tea, and condiments.
10. **FURNITURE & EQUIPMENT** – Equipment, furniture and other church property shall not be removed from the Church, used outside, or moved anywhere from their original place.
11. **TABLE COVERINGS** – All table coverings are to be provided by the User.
12. **CANDLES** – Absolutely NO OPEN FLAMES will be allowed in the church facility.
13. **SPARKLERS** – Absolutely no sparklers, fireworks or other flame producing or explosive items allowed anywhere on church property.
14. **DECORATIONS** – Nothing can be affixed onto the Church doors, walls, etc. (where there isn't already a hanger). NO tape, tacks, staples, etc. are to be used anywhere and all items must be removed from the premises by the User.
15. **CLASSROOMS** – General classroom usage is not permitted. Children playing in the preschool classroom next to the kitchen **MUST** be accompanied by an adult at all times.
16. **PARKING** – Vehicles are only allowed in designated church parking areas or in the gravel lot on the west side. Do not block driveways! **Caterers and Event Suppliers vehicles are NOT PERMITTED on the concrete patio of the Fellowship Hall** (foot traffic and push carts only).
17. **TRASH** – Trash bags will be provided by the Church. Please leave bagged trash in the Fellowship Hall, for removal later by Church staff.
18. **FLOWERS, RICE, BIRDSEED** – Only artificial flower petals are allowed to be spread/dropped on the Sanctuary floor and must be removed after the event. NO RICE anywhere at any time! Birdseed only outside!

WEDDING SPECIFICS

- A. For weddings officiated by the St. Peter's Church Pastor, premarital counseling may be scheduled at the Pastor's discretion.
- B. In the event another Officiant is performing the ceremony, prior approval must be obtained by the St. Peter's Church of Coupland Pastor and approved by the Church Council.

FACILITIES USER'S RESPONSIBILITIES

THE SIGNER OF THIS AGREEMENT AGREES TO THE FOLLOWING:

- A. To secure your date on the Church calendar, a Security Deposit is DUE when your event is confirmed and the last page of this Agreement is signed and returned to the Church Office. Full Rental payment is due four (4) weeks prior to the event date.
- B. If your reservation is cancelled more than 4 weeks prior to the event, the Security Deposit will be returned. For cancellations occurring less than four weeks prior to the event, the Security Deposit will NOT be returned. Any Rental or Cleaning/Utilities or Pastor or Musician fees paid in advance will be refunded in the event of cancellation.
- C. User is responsible for any damage to the facilities or its furnishings during the event. If damages or excessive cleaning requirements exceed the Security Deposit, additional fees may be assessed by the Church Council.
- D. User must provide a copy of current (valid through event date) Home or Renter's Insurance with \$300,000 minimum personal liability when this Agreement is signed
- E. User agrees to indemnify and hold harmless St. Peter's Church of Coupland and its Officers, Agents, Servants Employees or Members from any and all claims and causes of action by the User or any other person or entity.
- F. Facilities Usage Agreement paperwork and payments can be brought to the Church Office Monday through Thursday between 8am and Noon or mailed to the address listed on page one.
- G. A Church Events Coordinator will be present from beginning to end of the event and will assist with building access, climate control, lights and general questions.

