

ST. PETER'S CHURCH OF COUPLAND, UCC
P.O. Box 146, Coupland, Texas 78615 Phone: (512) 856-2433
Email: stpeterscoupland@gmail.com
Website: stpeterscoupland.org

FACILITIES USAGE AGREEMENT

All functions requesting usage of the Church building and property must be initiated through the Church Office and scheduled by the Facilities Manager, and are subject to approval by the Pastor and/or Church Council.

- A) Requests from both Members and non-members will be scheduled in this manner. Per the Bylaws, a Member is defined as anyone who has formally joined St. Peter's Church; and partakes of Holy Communion, supports the church financially, and regularly participates in public worship.
- B) St. Peter's own Church Organizations are entitled to use of the facility and are also to be scheduled through the Facilities Manager to avoid conflicts.
- C) Local Non-Profit Service Organizations such as: 41-1, Scouts, Civic Organization, Fire Station, UCC Associations, and the Coupland ISD, may also make arrangements in this same scheduled manner.

Community service is an important responsibility of this Church, as well as ministering to persons in times of bereavement. A fee therefore is NOT assessed for funerals, or for local Service Organizations, as outlined above. The Church Council shall have approval for all such requests and a monetary gift, from those who have had their fee waived, will be welcomed.

MEETING WITH THE PASTOR

Scheduled conferences with the Pastor, of up to 4 sessions of pre-marital counseling, will be required for all weddings where he will be officiating. **All ceremonies are to be performed by St. Peter's Pastor, unless otherwise noted. In the event another Minister is requested to perform the ceremony; prior approval must be obtained - as the church Pastor makes the decision to relinquish the pulpit to alternate clergy.**

MEMBER FEES

SANCTUARY:

Rental \$ 100.00
Security Deposit \$100.00(*)
\$200.00 total

FELLOWSHIP HALL:

Rental \$100.00
Security Deposit \$100.00(*)
\$200.00 total

OTHER FEES: Pastor to Officiate: Monetary Honorarium Church Organist: \$200.00 (including recorded music)

NON-MEMBER / OUTSIDE ORGANIZATION FEES

SANCTUARY:

Rental \$250.00
Security Deposit \$250.00(*)
\$500.00 total

FELLOWSHIP HALL:

Rental \$250.00
Security Deposit \$250.00(*)
\$500.00 total

OTHER FEES: Pastor to Officiate: \$300 Church Organist: \$200.00 (including recorded music)

(*)NOTE: Separate checks are needed for Deposits and Rental. Deposits will be returned within 5 business days, provided all conditions have been met and the church facility is clean and undamaged. This cleaning includes trash removal, sweeping, wiping off tables/counters and restrooms. If not done, up to \$100 of your deposit will be withheld. All decisions made by the Church Council are final. See Renter's Responsibility page 3, letter D, for important details. Your full rental payment is due into the office no later than four (4) weeks prior to your event.

The **Facilities Manager** will schedule your event, schedule any requested set-up time and/or rehearsals (no more than one day prior), and monitor your required rental payments to the office. A separately assigned **Events Coordinator** will coordinate on the day of your event. He/She will be present at the facility during the opening and closing of your event and will assist with building access, climate control, lights, kitchen questions, cleaning supplies and general guest questions.

GUIDELINES FOR USE OF CHURCH FACILITIES FOR ALL EVENTS

1. NO smoking, or tobacco products, will be permitted inside any of the church facilities.
2. **ORGAN & PIANOS:** Please do not allow children to play on or misuse the organ/pianos in the Sanctuary, or the piano in the Fellowship Hall. Any damages to these instruments will be billed to the renter.
3. **NO FOOD OR BEVERAGE of any kind, will be allowed in the Sanctuary during rehearsals, set-ups or during any services.** This does not extend to Communion Wine, but all other food and non-alcoholic beverages are only allowed in the Fellowship Hall.
4. **UTILITIES:** all climate controls and lights will be set prior to your event and turned off by the assigned Events Coordinator at the end of your event.
5. **ALCOHOL:** There will be no alcohol of any kind allowed in our church or fellowship hall or on church property.
6. **KITCHEN FACILITY** counters and sinks are to be wiped clean and all items returned to their original places. You must supply all your own paper and/or plastic products used in serving guests (plates, cups, napkins, silverware), as well as supply your own coffee, tea, and condiments.
7. **FURNITURE/EQUIPMENT:** all tables and chairs are to be wiped clean and returned to their original location. Church equipment, tables, chairs, and other property shall not be removed from the church without prior approval from the Church Council.
8. **TABLE COVERINGS** are to be provided by the Renter, as the church's linens are for church use only. All table coverings are to be properly disposed of prior to Renter leaving the premises.
9. **CANDLES:** absolutely **NO OPEN FLAMES** will be allowed in the church facility. Only mechanical, or battery-operated candles, are allowed. This excludes limited ceremonial candles in the sanctuary, dripless are preferred.
10. **DECORATIONS** cannot be nailed onto fixtures of church property (suggest wrapped wire). NO tape, tacks, staples, etc... are to be used on the pews or anywhere in the Sanctuary. All items must be removed completely from the premises at the close of your event and disposed of properly.
11. **GENERAL CLASSROOM usage** is not permitted. However, for Wedding Parties, there is one large dressing room and 2 adjoining classrooms upstairs which can be identified by the assigned Events Coordinator. Any classrooms used will have tables and chairs cleaned and returned to their original order, and all trash removed from the premises. For those using the Church Nursery, all children must be accompanied by an adult or parent, at all times.
12. **NO FLOWERS ARE TO BE PLACED ON THE ALTAR.** There is adequate space on either side of the altar for flower stands or flower arrangements.
13. **PHOTOGRAPHERS & VIDEOGRAPHERS** must follow the direction of the Pastor when placing themselves and their equipment. The guiding principle being that no persons or equipment will interfere upon the sanctity of the ceremony or the Sanctuary itself.
14. **PARKING** is only allowed in the designated church parking lots, the gravel lot on the West side, or on the main roadway. Please be aware of our nearby neighbors and do not block any residential or business driveways.
15. **CATERERS/EVENT SUPPLIERS** are not to park ANY vehicles or trucks on the concrete church patio directly outside the Fellowship Hall. This area is to be kept clear for foot traffic and is for non-vehicle usage only.
16. **GARBAGE AND TRASH** must be completely removed from the church premises at the end of your event. NO trash, litter, or filled trash bags are to be left anywhere, inside or outside, of church. Trash bags will be provided by the church facility.
17. **FLOORS AND CARPETS** should be thoroughly cleaned of any spills or spots. Fellowship Hall floors and Sanctuary carpets are to be swept clean and/or vacuumed accordingly, at the end of your event. Please see the assigned Events Coordinator with questions.
18. **FLOWERS, RICE & BIRDSEED:** Only artificial flower petals may be strewn in the sanctuary and should be removed completely after the event. RICE may not be used at any time, and BIRDSEED is not allowed inside the church, but may be thrown outside AWAY from any steps or walkways to facilitate guest safety. All birdseed must be removed from the church at the close of your event.

ADDITIONAL GUIDELINES FOR FELLOWSHIP HALL CONFERENCE ROOM AND KITCHEN

1. The Church Fellowship Hall seats up to 150 people at a combination of round and rectangular tables.
2. The Church supplies several 60" round tables and has available lightweight 8ft rectangular and 6ft. rectangular tables, and many metal folding chairs. Remember to supply your own table coverings.
3. The kitchen serving counter is available and all decorations must be removed upon completion of your event.
4. The Conference Room is available; however, any planned usage must be cleared through your Events Coordinator.
5. Reminder: Scheduling of set-up time and/or rehearsals must be done in advance with the Facilities Manager, and no more than one day prior to your event to avoid possible conflicts.

FACILITIES RENTER'S RESPONSIBILITIES

1. YOU are responsible for any damage to the facilities, or its furnishings, due to your event or its guests. **Damages will be paid by the person signing this agreement.** Should damages, or excessive cleaning requirements exceed your deposit, additional monies could be assessed and collected by the Church Council. Renter must also provide (or have their insurance agent provide) a copy of valid home or renters' insurance (or commercial general liability) with a minimum of \$300,000 personal liability at time of signing this rental agreement. If insurance expires prior to date of event, an updated copy or certificate must be provided when final rental payment is made. Failure to provide this information will void your agreement and the security deposit may be retained by Church.
2. **THE CHURCH** will not be responsible for stolen, lost, or damaged personal articles and all such personal items should be removed immediately following your event. By signing these guidelines, you agree to indemnify and hold harmless the above referenced church and it's Officers, agents, servants, or employees from any and all claims and causes of action by yourself, or by any other person or entity, and under no circumstances will you present any claims against said organization and said persons for personal injury, property damage, or wrongful death.
3. **BY SIGNING THESE GUIDELINES**, you authorized the making of photographs, motion pictures, video tapes, recordings, or any other memorializing of said event and your participation therein, and the publication or other use thereof. You waive any right to compensation therefore, or any right that you otherwise might have to limit or control such making or use.
4. **THE SECURITY DEPOSIT** is due at the time of scheduling your event, to hold your date on our official Church Calendar. **YOUR FULL RENTAL PAYMENT IS DUE FOUR (4) WEEKS PRIOR TO THE DATE OF YOUR EVENT.** If your reservation is canceled before your full rental payment is due, your Security Deposit will be returned. In cases of reservations canceled less than (4) weeks from the day of your event, your Rental Payment may be returned, but your Security Deposit will be retained by the Church.
5. **THIS PAGE AND THE LAST PAGE (page 4) MUST BE SIGNED** and returned to the Church Office at the time your Security Deposit taken - either by mailing to the address provided, or by being brought to the office Monday through Thursday mornings, from 8am - 12pm.

I have read all (3) pages of the above Guidelines and Responsibilities and agree to abide by them:

Printed Name of Renter

Date

Signature of Renter

Contact number(s)

Pastor, or Facilities Manager, or Church Council President

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CHURCH OFFICE INFORMATION

Date(s) of Event _____ Time of Facility Use _____

Facilities Requested: Sanctuary _____ Fellowship Hall _____

Type of Event to be held: _____

Renter's Name(s) or Organization Name: _____

Contact number and email: _____

Are you requesting the Organist play for your event? Yes/No

Will our Pastor be officiating? Yes/No

THIS SECTION TO BE FILLED OUT BY ST. PETER'S CHURCH PERSONNEL:

Date Approved by Church Council: _____

Please initial below:

_____ Event placed on Church Calendar

_____ Copy to Church file _____ Copy to Events Coordinator

_____ Copy to Renter _____ Copy to Treasurer with deposit

Received for Security Deposit \$ _____ Check number _____

Received for Facility Rental \$ _____ Check number _____

Checks received by _____

Date checks received _____

St. Peter's Church of Coupland Facilities Manager

Contact name of church assigned Events Coordinator