



St Paul's Baptist Church and Community Center Rental Agreement Application

St. Paul's Baptist Church

1000 Wallace Street
Philadelphia, PA 19123

215-763-1502; Fax: 267-639-9144

Website: www.1000wallace.org

Reverend Dr. Leslie D. Callahan, Pastor

St. Paul's Community Center

1018 Wallace Street
Philadelphia, PA 19123

Application

Please fill out entire application and allow 1-2 days for processing. Please make certain to include a deposit with the application unless authorization for a fee waiver has been granted.

Contact Information

Date of Application: _____ Date of Event: _____

Visitor/Visiting Organization St. Paul's Ministry St. Paul's Member

Name of Renter/Organization: _____

Address (Street and PO Box): _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Day Phone: _____ Evening Phone: _____

Fax: _____ Email: _____

Name/Type of Event: _____

Size of Group/Event: _____

Description of Function:

Event Time

Event Start Time: _____ Event End Time: _____

Set-Up Time: _____ Clean-Up: _____

Total Hours: _____

**One hour complimentary set up time if needed.*

Rental Type (Check One)

One-Time Weekly Monthly Other _____

Rental Spaces

St. Paul’s Community Center (Gym/Auditorium)
St. Paul’s Baptist Church
 Sanctuary Lower Church Elevator Room
Additional Space Requested _____

Facility Amenities/Equipment

Tables (Round) # _____ Tables (Rectangle) # _____ Chairs # _____
Sound System Kitchen Facilities Other _____

Rental Fees

Space	Rental Cost	X	Hours	Amount
Community Center (Gym/Auditorium)	\$100.00 per hour			
Community Center (parties, affairs)	\$ 125.00 per hour			
Sanctuary (4 hour minimum)	\$500.00			
Sanctuary (Additional hours after minimum)	\$125 per hour			
Lower Sanctuary	\$150.00			
Additional Space Requested	\$			
Security				
Security (2 persons/4 hour minimum)	\$165.00			
Security (Additional hours after minimum)	\$20.00 per hour			
Security (Community Center) - Athletics	\$12.50 per hour			
Security (Community Center) - Affairs	\$ 14.00 per hour			
Custodial Services	\$150.00			
Custodial Services (Community Center) (Amount varies based on # of people)	\$150.00 to \$ 250.00			
Kitchen Fees – use of stoves, ice machine, refrigerators, and staff cleanup)	\$ 50.00			
Sound Technician	\$150.00			
Musician’s Fee	\$300.00			
Administrative Support	\$50.00			
Total:				

Security Deposit:	<i>Church (\$250.00 non-refundable)</i>	
	<i>Community Center (\$100.00 non-refundable/\$75.00 balloons/\$125.00 overtime fee)</i>	
Balance:		
Fees Waived:		

Additional Information

Security Deposit

Unless the fee is waived, all applications are secured with a non-refundable security deposit (Church: \$250.00; Community Center: \$100.00) which will be applied to the remaining balance. There is an additional \$75.00 security fee for balloons and \$125.00 refundable overtime fee.

Cancellations

If a cancellation occurs more than 2 weeks prior to the rental date, 90% of the paid fees (minus the security deposit) will be refunded to renter. If a cancellation occurs for any reason less than two weeks prior to the rental date, 50% of the paid fees (minus the security deposit) will be returned to renter.

St. Paul’s Baptist Church Trustee Ministry shall make cancellations due to inclement weather on the day of the event in conjunction with the City of Philadelphia. In the event that renter’s affair is canceled, the individual(s) renting the facility will be given the next available date to host their event. ***No money will be refunded.***

Fees

For events that are booked a year or more in advance, a 25% deposit of total costs is due upon agreement signing. An additional 25% is due six months prior to the event. The remaining 50% is due two weeks prior to the event.

For weekly or monthly rentals, payments are due on the 5th day of the month.

The balances for events are due two weeks prior to the event, or St. Paul’s reserves the right to cancel the event.

ALCOHOL IS PROHIBITED IN ALL OF ST. PAUL’S BAPTIST CHURCH AND COMMUNITY CENTER FACILITIES

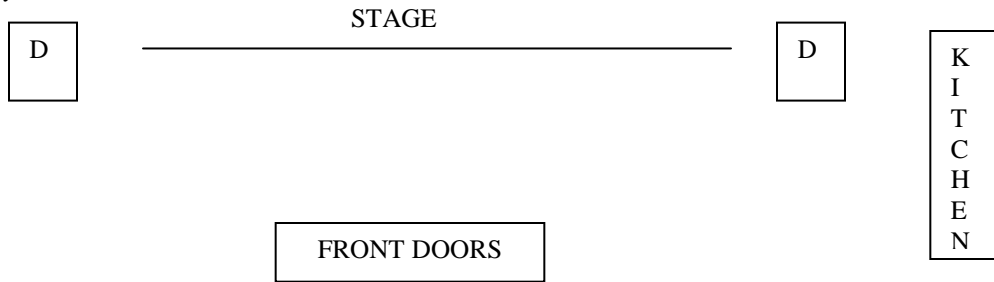
Signature

My signature below indicates that I have read and understand the rules and regulations and agree to the terms stated herein.

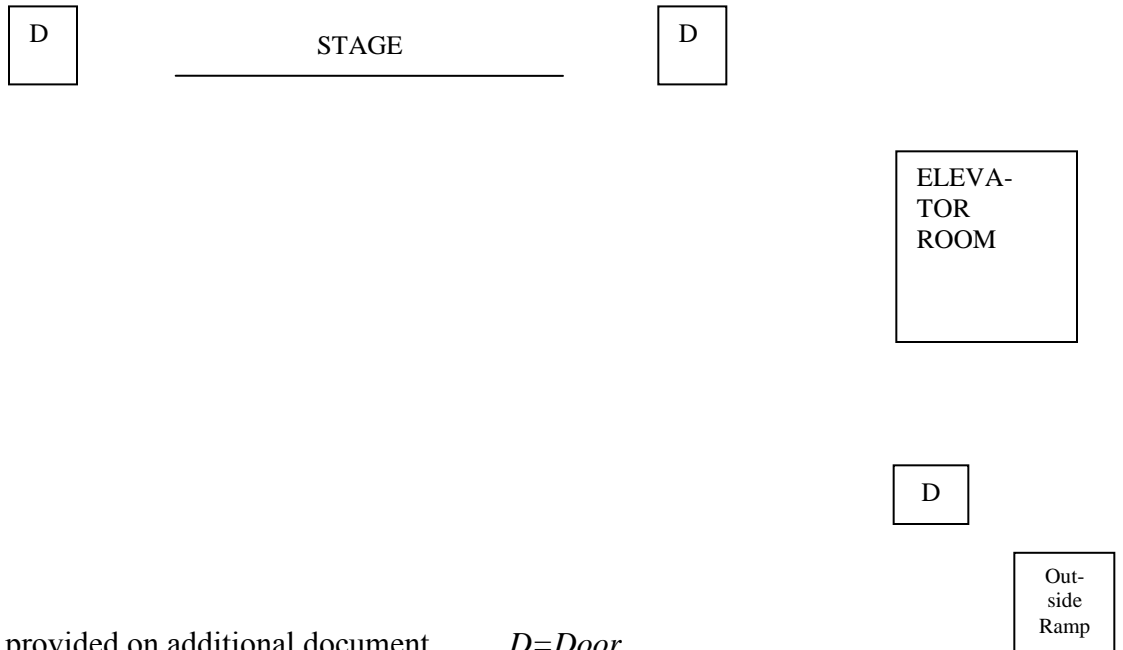
Name: _____ Date: _____

Schematic

Community Center



Lower Sanctuary (The Church)



Schematic provided on additional document *D=Door*

OFFICIAL USE ONLY:

(Check only one)

APPROVED: _____ DISAPPROVED: _____ DATE: _____

FEE WAIVED _____ REASON FOR FEE WAIVER _____

SIGNATURE: _____

The St. Paul's Baptist Church reserves the right to refuse any application without providing a reason for doing so and reserves the right to impose special conditions where the nature of the application so demands. If the Church accepts the application, the Organization and the Contact Person whose name appears on the application shall be deemed to be the renter. The renter shall be jointly and severally liable and responsible for all charges, payments, and for complying will all regulations and conditions.