



## 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  
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 prior authorization 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   Other \_\_\_\_\_

**Rental Fees**

Space	Rental Cost	X	Hours	Amount
Community Center (Gym/Auditorium)	\$100.00 per hour			
Community Center (parties)	\$ 125.00 per hour			
Sanctuary (4 hour minimum)	\$500.00			
Sanctuary (After fourth hour)	\$125 per hour			
Lower Sanctuary	\$150.00			
Additional Space Requested	\$ TBD			
<b>Security (2 persons/4 hour minimum)</b>				
Security (2 persons/4 hour minimum)	\$165.00			
Security (Additional hours)	\$20.00 per hour			
Security (Community Center) - Athletics	\$12.50 per hour			
Security ( Community Center ) - Events	\$ 14.00 per hour			
Custodial Services (Church)	\$200.00			
Custodial Services (Community Center) ( Amount varies based on # of people)	\$150.00 to \$ 250.00			
Sound Technician	\$150.00			
Musician's Fee	\$300.00			
Administrative Support	\$50.00			
<b>Total:</b>				

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

### **Additional Information**

#### *Security Deposit*

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 non-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. 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 event is canceled, the individual(s) renting the facility will be given the next available date to host their event. ***No money will be refunded.***

St. Paul's Baptist Church reserves the right to use the Community Center for worship services and/or special events when necessary. In the event that the church's need conflicts with a scheduled rental, the contact on the rental agreement will be notified of the change as soon as possible. The event will be rescheduled, if possible, or funds will be returned at a pro-rated level for the time missed.

#### *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 5<sup>th</sup> 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, VIOLENCE, AND WEAPONS OF ANY KIND ARE PROHIBITED IN ALL ST. PAUL'S BAPTIST CHURCH AND COMMUNITY CENTER FACILITIES. THE PRESENCE OF EITHER WILL RESULT IN AN IMMEDIATE END TO THE EVENT AND EJECTION OF ALL OCCUPANTS. NO REFUND AND NO QUESTIONS ASKED.***

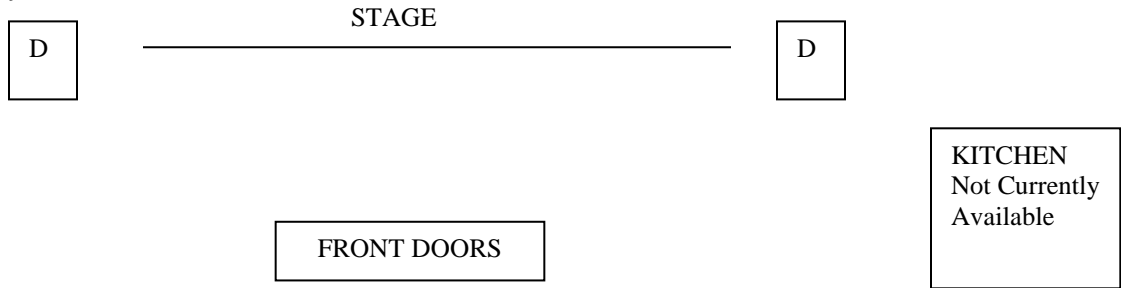
### **Signature**

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

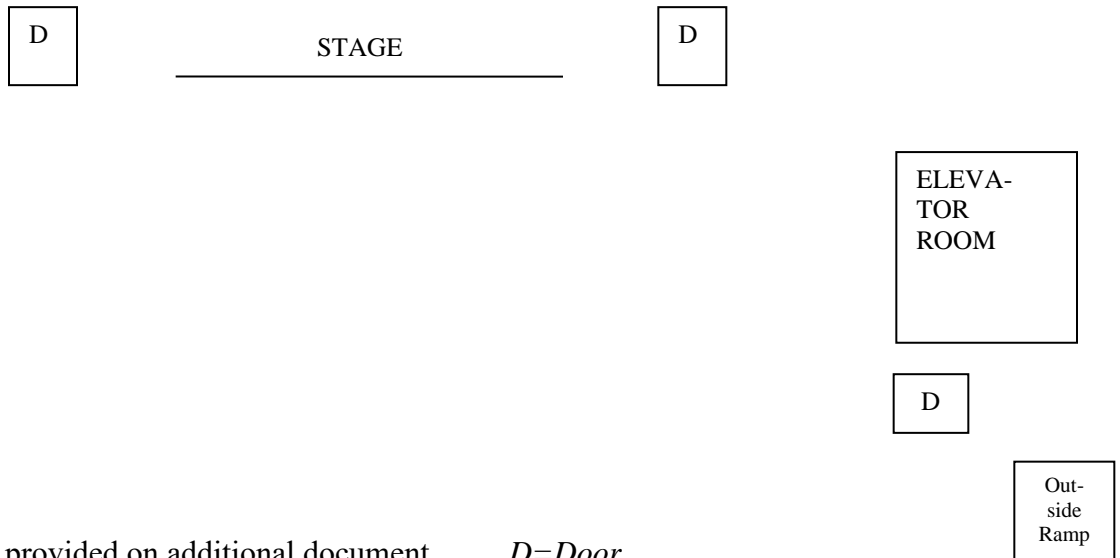
**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Schematic**

**Community Center**



**Lower Sanctuary (The Church)**



Schematic provided on additional document      *D=Door*

**OFFICIAL USE ONLY:**

**APPROVED:** \_\_\_\_\_ **DISAPPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PAYMENT RECEIVED BY:** \_\_\_\_\_ **CASH OR CHECK (Circle One)**

**FEE WAIVED** \_\_\_\_\_ **WAIVER APPROVED BY:** \_\_\_\_\_

**REASON FOR FEE WAIVER** \_\_\_\_\_

**Employee signature:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Trustee Signature** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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 severely liable and responsible for all charges, payments, damages and for complying will all regulations and conditions.