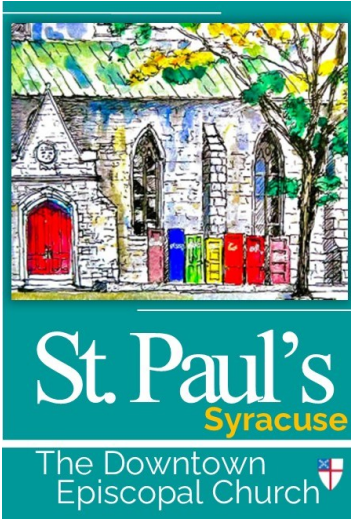


All event requests must be turned in no later than 15 days before the requested dates of the event.



# BUILDING USE AGREEMENT

*Multiple Event Contract*  
**2024-2025 SEASON**



Part of St. Paul's mission is to work with partner organizations to enrich the lives of the people of our community.

Organization:

---

Name of Event(s):

---

Dates:

---

Mailing Address:

---

City, State, Zip:

---

Contact Name(s):

---

Cell Phone #(s):

---

Email(s):

---

## Facility Use Agreement

**T**he Vestry of St. Paul's Church in Syracuse ("Church" below) authorizes the usage of church facilities to/by all non St. Paul's groups as per the Church's own internal rules and regulations, and its own application, agreement and approval procedures.

To use the facilities of the Church, please read this entire document carefully, and then complete and return the application to the church office (at least one month prior to the event if possible). If your event is approved, at that time it will be placed on the Church

calendar. We will then notify you of your room assignment, non refundable security deposit (if required) , building usage cost and cost of security staff.

Violation of these rules will be cause for immediate termination of this Agreement, forfeiture of your security deposit (if any), and refusal of future permission to use Church facilities.

If you have any questions, please contact Judy McAdoo-Pelton, St. Paul's Operations Manager.  
Email: [jmcadoo@stpaulsyr.org](mailto:jmcadoo@stpaulsyr.org)

## Guidelines For The Use of St. Paul's Space

**Insurance:** Any outside group using Church facilities shall provide the Church with a copy of the group's certificate of liability insurance coverage that names St. Paul's Church in Syracuse as an additional insured. It is the sole responsibility of the outside group to contact their insurance company and obtain the necessary document. ***This must be received in the office no later than one week prior to the event.***

Initial \_\_\_\_\_

**Security of St. Paul's:** All groups and individuals must hire our security staff @ \$25 per hour on event dates. Our security staff will be responsible for monitoring the main entry and securing the building when your group has left the premises. Outside doors must not be left open or unlocked during your use of St. Paul's facilities. **Initial** \_\_\_\_\_

**Fees:** In order to book your events on our calendar, there is a \$100 non refundable booking fee. The building use fee listed on this contract is due 1 week prior to event.

Initial \_\_\_\_\_

**Security Deposit:** A security deposit of **\$250 is required 1 week prior to each event.** Outside groups shall be fully responsible for any and all damage to the property, and for any and all personal injuries resulting from or related to their use of Church facilities. The Church reserves the right to request a walk-through by its own representative after the event to determine if everything has been cleaned up and returned to its original condition. If there is no damage, and rooms are left clean and as they were found, then the security deposit will be refunded. **Please make sure all risers and other equipment have rubber feet so as not to damage the floors.** **Initial** \_\_\_\_\_

**St. Paul's Musical Instruments:** The musical instruments belonging to St. Paul's; including the organ in the main sanctuary, the chapel organ, the grand piano or the harpsichord may not be used unless pre-arranged with our music director. ***There will be an additional charge for use of any of the above instruments.*** **Initial** \_\_\_\_\_

**Cancellations:** Event cancellations are to be made at least 48 hours in advance. Failure to notify the Church in that time, in the event of a cancellation will result in the forfeiture of your deposit.

**Initial** \_\_\_\_\_

**Decorating & Props:** No smoke or mist machines or dry ice may be used on site as that can damage our historic organ and set off our alarm system. **No decorations are to be attached to any door, wall, window, floor, or ceiling. The use of tape, tacks, nails, glue, or any other type of adhesive material are not allowed at any time. This includes any adhesives on our sound system equipment.**

**Initial** \_\_\_\_\_

**Smoking:** This Church is a non smoking facility. Smoking is not permitted in any part of the building or on Church grounds.

**Initial** \_\_\_\_\_

**Alcohol:** Groups cannot sell but may serve alcohol at their events. Refer to New York State Website for your event liquor license requirements. Groups planning to serve alcohol shall indemnify and hold the church harmless from and against all claims and liabilities related to the use of alcoholic beverages on its property.

**Initial** \_\_\_\_\_

**Room Arrangement:** Groups are responsible for leaving the room(s) used, including the kitchen, in the condition originally found. **Initial** \_\_\_\_\_

**Deliveries & Pick Up:** St. Paul's staff and volunteers are not available to coordinate the delivery and pick up of staging equipment. The staff of the organization renting the space will oversee and be responsible for letting in vendors and seeing that the church is locked up afterwards. **Initial** \_\_\_\_\_

**Trash:** All unused food and drink must be removed from the Church at the end of the event. Groups are responsible for clearing all tables, bagging all trash, and placing all food trash bags and recyclables material in the trash dumpster and recycling bins in the alley, and leaving the facility in the condition in which it was found. **No programs or flyers may be left behind. Groups are required to go through every pew to make sure no information pertaining to the group is left in the sanctuary.** **Initial** \_\_\_\_\_

**Kitchen Use:** Prior arrangement must be made before using the dishwasher or any other kitchen facilities. **Initial** \_\_\_\_\_ **NOTE: DUE TO CONSTRUCTION, OUR KITCHEN AND DINING ROOM ARE NOT AVAILABLE AT THIS TIME.**

**Parking:** The Church parking lot is available after 5pm Monday through Friday and after 6pm on Saturdays. Please make sure your staff and attendees do not park before those times. Sundays, the lot is available after 11:30 am. People in the community rent our parking lot. It's important no one parks in the lot, other than the renters, during their hours. There is a large parking garage across the street operated by Laz Parking (315) 422-0701. In addition, there is a fee lot on Montgomery St. operated by the Park Mobile app. Metered street parking is also available. We suggest you contact the parking operators for their hours and availability during your scheduled event. **Initial** \_\_\_\_\_

**Publicity:** At least 3 weeks prior to your event, please send your event information and we will create an ad to be used on our website and publications. This will also be helpful in giving us the necessary information when receiving calls about your event from the general public. In turn, please include our ad about St. Paul's in your program or event materials. Please contact our Operations Manager, for a JPEG OR PDF of the ad. (jmcadoo@stpaulsyr.org). **Initial** \_\_\_\_\_

**Event End Time:** Please note that everyone must exit all church buildings by 11:00 p.m. There may be a possibility of extending the time but it **MUST** be arranged a week ahead of time as our alarm company must be notified well in advance. **Initial** \_\_\_\_\_

**Emergency Exits & Space Heaters:** It is the responsibility of the group to make sure no fire exits have been blocked or impeded. All exits must be kept clear at all times. No space heaters are allowed to be used. **Initial** \_\_\_\_\_

**No Food Or Drink in the Sanctuary:** Please inform your guests there is to be no food or drink brought into our historic sanctuary. We are all called to be good stewards of these historic buildings; church members and audiences alike. **Initial** \_\_\_\_\_

**Digital Monitor in Sargent Foyer:** Please make sure no one touches the digital sign (TV Monitor) in the Sargent Foyer. **Initial** \_\_\_\_\_

**Snow and Ice Removal:** Groups using our facilities are responsible for removal of any snow or ice near the doors prior to the event. There are shovels and ice melt inside each door during the winter season. This is important to make sure your guests are safe. **Initial** \_\_\_\_\_

**Saturday Mornings:** The church is not available on Saturdays before 1:00 p.m. unless prior arrangements are made with our organist & choirmaster (jpotts@stpaulsyr.org). **Initial** \_\_\_\_\_

**Cathedral Space & Altar:** Please remember that St. Paul's is a holy place. Staff, volunteers, and participants from your organization are not permitted to **enter** the area inside the railing around the altar for any purpose. Failure to abide by this rule will result in forfeiture of your damage deposit and cancellation of all future contracts. **Initial** \_\_\_\_\_



*PLEASE FILL OUT COMPLETELY*

Date of Event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Set Up Start Time: \_\_\_\_\_ Time You Expect To Vacate The Facility: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_

Rehearsal Date & Times: \_\_\_\_\_

Rehearsal Date & Times: \_\_\_\_\_

**Office Use:**

**BUILDING USE FEE: \$** \_\_\_\_\_ **SECURITY STAFF FEE: \$** \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Set Up Start Time: \_\_\_\_\_ Time You Expect To Vacate The Facility: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_

Rehearsal Date & Times: \_\_\_\_\_

Rehearsal Date & Times: \_\_\_\_\_

**Office Use:**

**BUILDING USE FEE: \$ \_\_\_\_\_ SECURITY STAFF FEE: \$ \_\_\_\_\_**

Date of Event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Set Up Start Time: \_\_\_\_\_ Time You Expect To Vacate The Facility: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_

Rehearsal Date & Times: \_\_\_\_\_

Rehearsal Date & Times: \_\_\_\_\_

**Office Use:**

**BUILDING USE FEE: \$ \_\_\_\_\_ SECURITY STAFF FEE: \$ \_\_\_\_\_**

Date of Event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Set Up Start Time: \_\_\_\_\_ Time You Expect To Vacate The Facility: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_

Rehearsal Date & Times: \_\_\_\_\_

Rehearsal Date & Times: \_\_\_\_\_

**Office Use:**

**BUILDING USE FEE: \$ \_\_\_\_\_ SECURITY STAFF FEE: \$ \_\_\_\_\_**

PLEASE FILL OUT COMPLETELY

Date of Event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Set Up Start Time: \_\_\_\_\_ Time You Expect To Vacate The Facility: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_

Rehearsal Date & Times: \_\_\_\_\_

Rehearsal Date & Times: \_\_\_\_\_

**Office Use:**

**BUILDING USE FEE: \$ \_\_\_\_\_ SECURITY STAFF FEE: \$ \_\_\_\_\_**

Date of Event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Set Up Start Time: \_\_\_\_\_ Time You Expect To Vacate The Facility: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_

Rehearsal Date & Times: \_\_\_\_\_

Rehearsal Date & Times: \_\_\_\_\_

**Office Use:**

**BUILDING USE FEE: \$ \_\_\_\_\_ SECURITY STAFF FEE: \$ \_\_\_\_\_**

Do you plan to serve food and beverages at your events? \_\_\_\_\_

Do you plan to serve alcohol? \_\_\_\_\_ (group is responsible for obtaining the necessary alcohol event permit by the State of NY.)

**Will you be using risers or a stage delivered from an outside source?** \_\_\_\_\_

**Delivery & pickup must be scheduled with St. Paul's staff in advance and must be after 1:00 p.m.**

**Name of staging company:** \_\_\_\_\_

**Rooms Requested:** please check all that apply. Floor plans are available if needed.

Sanctuary (Max Occ. 536) \_\_\_\_\_ Brewster Room (Max Occ. 54) \_\_\_\_\_

Hansen Community/Dining Room (Max Occ. 200) \_\_\_\_\_ Kitchen \_\_\_\_\_

*I understand and agree to adhere to the rules and terms governing facilities usage/rental as set forth in this agreement. I affirm that I am authorized to sign on behalf of my group/organization and to bind the group/organization to these terms.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Your application to use St. Paul's facilities is: **APPROVED / NOT APPROVED**

Assigned Room(s): \_\_\_\_\_

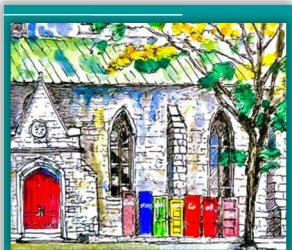
Building Use Fee: \_\_\_\_\_ Security Staff Cost: \_\_\_\_\_

Security Deposit: \$250    Booking Fee: \$100 (non-refundable)

Church Representative (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_

**For Office Use** \_\_\_\_\_



**St. Paul's**  
Syracuse  
The Downtown  
Episcopal Church

Approved and Placed On St. Paul's Calendar: \_\_\_\_\_

Booking Fee Received: \_\_\_\_\_

Insurance Form Received: \_\_\_\_\_

Security Deposit Received: \_\_\_\_\_

Building Use Fee Received: \_\_\_\_\_

Security Staff Assigned: \_\_\_\_\_