



St. Paul's Episcopal Church

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

BUILDING USE AGREEMENT

2026 - 2027 Event Season

Name of Organization: _____

Address: _____

Name of Event(s): _____

Date(s) of Event: _____

Name of Event Coordinator: _____

Email: _____ Cell Phone: _____

The Rector and Vestry of St. Paul's Church in Syracuse 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

310 Montgomery St (mailing address)
220 E. Fayette St. (street address)
Syracuse, NY 13202

 jmcadoo@stpaulsyr.org
 stpaulsyr.org

Guidelines for Use of St. Paul's Facilities

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 Staff: All groups and individuals must hire our security staff @ \$25 per hour on event dates for a minimum of \$100. Our security staff will be responsible for monitoring the main entry and helping to secure the building when your event is over. Outside doors must not be left open or unlocked during your use of St. Paul's facilities. A separate check should be written directly to the security staff member and given on the night of the event. **Initial** _____

To Book Your Event: 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** _____

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** _____

Guidelines for Use of St. Paul's Facilities

continued

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 recyclable materials 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** _____

Parking: The Church parking lot is available after 5pm Monday through Saturday. 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 Monday-Saturday. It's important no one parks in the lot, other than the renters, during their hours. There is a fee lot on Montgomery St. operated by the Park Mobile App. Metered street parking is also available. **Initial** _____

Event End Time: Please note that everyone must exit all church buildings by 10:00 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** _____

Guidelines for Use of St. Paul's Facilities

continued

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 _____

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, other than water, brought into our historic sanctuary. We are all called to be good stewards of these historic buildings; church members and audiences alike.

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 _____

Note: If you are interested in live-streaming your event, you must consult with our IT Tech. There is a fee for live streaming and it will depend on their availability.

Guidelines for Use of St. Paul's Facilities

continued

Security Deposit: A security deposit of \$250 is required 10 days 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** _____

Key Fobs: We have installed a new security and entry fob system. You will be loaned a fob programmed specifically for your event needs. A deposit of \$50 per fob is required.
Initial _____

NEW

Door Keepers: Your group will be given a fob to enter the church through the new, lighted West Entrance to the building from the parking lot. We highly recommend that your group use this entrance as much as possible, since it is safer and more secure. Except when the public is entering or leaving the building for a concert or other event, St. Paul's highly recommends that outside groups prohibit their members from using the large, red, Fayette Street doors. On several occasions in the past 12 months these doors were left open throughout the night after use by an outside group.

For the safety of everyone using the building, it is prohibited to leave exterior doors unlocked or open without a door keeper within a few feet of the open door. Beginning in September, 2026, all contract groups are required to have a door keeper during their use of the building. The door keeper is responsible for ensuring that doors are not left open and unattended at any time. St. Paul's Security person is able to perform this function when they are on duty. If your group will be using the building during a time when St. Paul's Security is not on duty, a designated door keeper must take on this responsibility. The charge for St. Paul's to provide this service is \$20/hour, with a minimum 3-hour charge.

Contract groups have the option of providing their own door keeper, with the provision that an additional \$500 building security deposit must be received one week (7 days) prior to your use of the building. If St. Paul's staff, through use of video cameras and personal visits, determines that the building has remained secure during your use, the \$500 building security deposit will be returned. If doors are found to be unlocked, or open and unattended, the building security deposit will be forfeited. **Initial** _____

PLEASE CHOOSE ONE OPTION:

Our group will hire St. Paul's door keeper _____

Our group will provide our own Door Keeper, and will provide an additional \$500 building security deposit to St. Paul's at least seven days prior to the event _____

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.

Sanctuary (Max Occ. 536) _____ Brewster Room (Max Occ. 54) _____

Hansen Community/Dining Room (Max Occ. 175) _____ 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: _____

Building Security Deposit: \$500/waived Damage Deposit: \$250 Booking Fee: \$100 (non-refundable)

Administrative Fee: \$125 Cleaning Fee TBD—for cleaning between concerts if applicable: _____

Church Representative (print): _____ Signature: _____

Date Approved: _____

For Office Use

Approved and Placed On St. Paul's Calendar: _____

Booking Fee Received: _____

Insurance Form Received: _____

Security Deposit Received: _____

Building Use Fee Received: _____

Date of Event: _____ **Name of Event:** _____

Event Start Time: _____ Time You Expect to Vacate St. Paul's:(no later than 10pm) _____

Number of People Expected: _____

Rehearsal Date & Times: _____

Rehearsal Date & Times: _____

BUILDING USE FEE: \$ _____ SECURITY STAFF FEE: \$ _____

Date of Event: _____ **Name of Event:** _____

Event Start Time: _____ Time You Expect to Vacate St. Paul's:(no later than 10pm) _____

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Rehearsal Date & Times: _____

Rehearsal Date & Times: _____

BUILDING USE FEE: \$ _____ SECURITY STAFF FEE: \$ _____

KEY FOBS--Please advise if you need one or two

Key Fob Loan Agreement:

Fob Deposit is \$50 per Fob

Name: _____

Position: _____

Cell Phone: _____

Fob Number: _____

Key Fob Loan Agreement:

Fob Deposit is \$50 per Fob

Name: _____

Position: _____

Cell Phone: _____

Fob Number: _____

NOTES:

