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

The 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 Business Manager.
Email: 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 at $20 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_________________

**Building Use Fee:** The fee, listed on page 5 is due 1 week prior to event. Initial_________________

**Cleaning & Damage Deposit:** A cleaning and damage deposit of $250 may be required 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 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: Rearranging room furniture is not allowed. The Building Manager will set up the room prior to your use. A floor plan must be sent one week prior to the event or meeting. Groups are responsible for leaving the room(s) used – including the kitchen— in the condition originally found.
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

Parking: The Church does not have onsite parking available. 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 Murbro Parking (315) 476-9646. Metered street parking is also available. We suggest you contact the parking operators for their hours and availability during your scheduled event.
Initial

Publicity: Please forward a copy of your advertising materials as a JPEG or PDF file to our church office no later than 3 weeks before your event. We will then place it on our events page on our St. Paul's website. 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. A JPEG OR PDF of the ad can be downloaded from our website. If you would like posters hung up on our bulletin boards and outdoor display case, please mail or drop off to the church. Due to space constraints, please make sure your event posters are no larger than 8 1/2 by 11 inches.
Initial

Continued on following page
**Event End Time:** Please note that everyone must exit all church buildings by 9:30 p.m. There may be a possibility of extending the time but it MUST be arranged a week in advance with our building manager as our alarm company must be notified well in advance. 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__________

---

**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:** ________________________________
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.)

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

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

Hansen Community Room (Max Occ. 200) _____  Hadley Chapel (Max Occ. 65) _____

Chase Choir Room (Max Occ. 25) _____  Kitchen _____  Other Space____________________

*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):_________________________________________________________

Rental Cost: ___________________  Security Staff Cost:_______________________

Non-Refundable Security Deposit: __________________________

Church Representative (print): _________________________  Signature:_____________________

Date Approved:______________________________

**For Office Use**

Approved and Placed On St. Paul’s Calendar:_________

Insurance Form Received:___________

Cleaning & Damage Deposit Received:___________

Full Payment Received:   _______________