



St. Peter's Presbyterian Church



PO Box 14 | 5219 County Route 7 | Spencertown, NY 12165
 Telephone: 518.392.3386 | Email: stpeterspc@fairpoint.net
 Rev. Lynn Horan: Cell Phone 518-847-9115 | Email: lynnhoran@gmail.com
 Website: <http://saintpeterspc.org>

Facilities Use Agreement

Name of Applicant: _____

Telephone: _____

Cell phone: _____

If applicant is an organization, what is the organization's name: _____

- Applicant's relationship to or position within the organization: _____

For organizations: Are you a not-for-profit entity?

Y _____

N _____

Address of applicant/organization:

EVENT DETAILS:

Date of event: _____

Event Hours of Operation: _____

Description and purpose of event:

Number of participants expected: Adults: _____

Children: _____

What rooms are to be used during the event (please circle): Sanctuary, Fellowship Hall, Kitchen

FACILITIES FEES:

- **Not-for-profit and Government Entity Fee:** **\$ 50**
- **Town of Austerlitz Fee:** **\$ 35**
- ***Private/For-Profit Fee:** **\$100**
- **Weddings**
 - Members or active participants in the life of St. Peter's** **\$100**
 - Family members of members or active participants in the life of St. Peter's** **\$300**
 - Individuals unaffiliated with St. Peter's** **\$450**

*At the discretion of St. Peter's Church, the fees associated with for-profit events may be increased to include a percentage of the ticket sales or admission fees collected by the hosting entity.

An additional surcharge for fuel oil use will be added for winter events. The exact surcharge will be determined based on the event's duration and the anticipated outdoor temperature at the time of the event.

St. Peter's may require the event applicant to provide proof of commercial liability insurance from an A.M. Best rated "secured" NY State licensed insurer. This should be in the form of a Certificate of Insurance that names St. Presbyterian Church as an Additional Insured. Limits of such coverage will be determined at the time of the application filing.

Fees may be waived for certain not-for-profit events that provide significant community benefits. Such waiving of fees is at the sole discretion of the Session of St. Peter's Presbyterian Church. ***St. Peter's Presbyterian Church reserves the right to cancel or reschedule events in the event of a church emergency such as a funeral of a church member.***

GENERAL RULES:

- No changes may be made within the building without prior approval from the church.
- All trash generated during the use of the building must be removed from the premises at the conclusion of the event.
- All lights must be turned off at the conclusion of the event.
- Any kitchen use requires that everything be cleaned and that all food items be removed at the conclusion of the event.
- NO alcohol may be consumed on premises.
- The graveyard is not owned by the church. Event guests must not use it as a recreation area.
- Please dial **911** for any emergencies.
- Please contact the following church representatives with any questions that may arise during your use of the building:

Church office telephone 518-392-3386 email: stpeterspc@fairpoint.net

- Trustees
- Clerk of Session
- Pastor: Rev. Lynn Horan; email: lynnmhoran@gmail.com, phone: 518-847-9115

AGREEMENT:

The undersigned is over 21 years of age and has read this form and agrees to comply with all rules and conditions stated herein. He/she agrees to be responsible to St. Peter's Presbyterian Church for the use and care of the facility or property being used. He/she, on their own behalf or on the behalf of _____ (name of organization where applicable), does hereby covenant and agree to defend, indemnify and hold harmless St. Peter's Presbyterian Church from and against any and all liability, loss, damages, claims, or actions, (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Church's property, facilities and/or services provided by _____ (name of organization or individual).

The undersigned understands that the church reserves the right to cancel or reschedule an event based on a church emergency such as the funeral of a church member.

Signature of applicant

Date

Representative of St. Peter's Presbyterian Church

Date