

Letter of Agreement for  
Rental of Facilities  
St Peter's Church, Glenside, PA

This Letter of Agreement is to confirm \_\_\_\_\_ will be renting the buildings and/ or grounds of St. Peter's Episcopal Church, located at 654 N. Easton Road, Glenside, PA. When this agreement is signed by an authorized member of the Group, Group agrees to follow the rules listed below and St. Peter's agrees to provide the approved facilities for the event. Failure to follow all of the guidelines may result in cancelling the event before it occurs, or being asked to leave the premises during the event.

1. No less than one month prior to the event, the person(s) responsible for the event must sign and return a Letter of Agreement to use St. Peter's facilities.
2. Use of the kitchen must be specifically requested and authorized prior to the event. All paper goods, cups & utensils are to be provided by the Group.
3. The Group will pay a non-refundable deposit of 50% of the rental fee and a \$150 security deposit\* **no less than one month (30 days) prior to the event**. The balance of the rental fee is due two weeks prior to the event. Failure to do so may result in St Peter's cancelling the Group's reservation. Please note, a \$100.00 caretaker fee is included in your total fee. \*The security deposit will be returned to the Group no later than two weeks following the event unless it is found that the occupied time exceeded rental time, cleanup procedure was inadequate or any damage occurred to the property, in which the security deposit is forfeited. The rental fee and the security deposit are to be made payable to "St. Peter's Church".
4. Functions must be concluded and clean-up completed by time reserved.
5. Smoking is permitted ONLY outside the Library entrance of the Church building where the receptacle is.
6. Alcohol, illegal drugs and gambling are PROHIBITED in and on St. Peter's grounds or buildings.
7. No fog machines, confetti, candles, or water activities are permitted on St. Peter's the grounds or buildings.
8. The public telephone at St Peter's is not to be used.
9. Attendees at the event are **not permitted to wander throughout the building**. Only the area where the event will take place should be occupied, except of for the closest rest rooms.
10. In case of emergency regarding the buildings or equipment, please check with the caretaker.
11. Attendees must maintain a reasonably low level of noise. This is also expected to be maintained outside and in the parking lot until 10:00 pm. After 10:00 pm, the group must be inside other than to be outside to smoke.
12. Parking is NOT permitted along Easton Rd. St Peter's Church will not be responsible for any damage to vehicles or any ticketing or towing by the Abington Township Police Department.
13. Personal injuries to those attending are not the responsibility of St. Peter's Church.
14. The premises used for the event must be left as found.
15. All trash associated with the event must be placed in trash bags, closed and left inside the building. Any equipment used should be returned to original placement.

**St. Peter's Church**  
**Rental Letter of Agreement**

*(please print clearly and return this portion of agreement to St. Peter's Church along with payment as instructed above)*

Rental Dates: \_\_\_\_\_

Rental Times: \_\_\_\_\_

Responsible Party \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_

Type of Event \_\_\_\_\_

Use of Kitchen:  Catered  Full use of kitchen (cooking/ heating, etc.)  Minimal use (set-up only)

Rental Fee: \_\_\_\_\_ with a non-refundable Deposit constituting ½ of rental fee of \$\_\_\_\_\_ due to reserve the space and the other ½ of rental fee of \$\_\_\_\_\_ due two (2) weeks prior to the event. Your separate \$150.00 security deposit will be held until after the event and returned, unless it has to be used for any damages.

I agree on behalf of the above indicated applicant/organization that members and guests will observe the above regulations and we, individually, and as an organization, will assume full financial responsibility for any and all damages done to St. Peter's Church property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify St. Peter's Church against any loss, damage or expense of any kind, which said they may sustain or incur because of use of the above described building by our organization and we will further hold said St. Peter's Church harmless for loss of any kind in connection therewith.

I certify that I have read this Letter of Agreement and hereby sign it with full understanding and acceptance of my responsibilities as described herein.

**I agree to the above requirements:**

_____	_____	_____
Group Representative Signature	Printed Name	Date

_____	_____	_____
St. Peter's Representative Signature	Printed Name	Date