

St. Peter's Lutheran Church

1933 Hanover Avenue, Allentown PA 18109

Office: (610) 432-8762

Email: churchoffice@stpetersallentown.com

Policies and Fee Schedule Effective September 1, 2024

- The use of the church for religious, educational, musical, art, youth, social service, welfare, civic, neighborhood service or other non-profit groups is encouraged.
- St. Peter's church functions take precedence over outside group functions. **Rentees** understand that unplanned church use of the space may result in the cancellation or rescheduling of your event.
- A Room Reservation and Rental Agreement for use of any area within the church needs to be signed and submitted to the church office for placement and scheduling on the church calendar.
- A security deposit for the rental of the New Fellowship Hall, Old Fellowship Hall and Gym is required at the time the Rental Agreement is submitted. The security deposit will be returned to you if everything is in proper order after the event.
- A 50% deposit is required at the time the Rental Agreement is signed, with the expected balance to be paid prior to the event. A separate payment for the sexton fee is to be paid to the church at that time also. If paying by check, the balance must be paid 2 weeks prior to the event.
- Light decorations may be hung by using masking tape or scotch tape. No pins, staples or nails. Decorations must be removed at the conclusion of the event. Be sure to remove the tape. Confetti is strictly prohibited. Glitter may not be used **UNLESS** protective covers are placed on the floor and tables and the **Rentee** cleans up thoroughly after the event.
- **No alcoholic beverages are allowed on premises, including parking lots and streets.**
- **This is a non-smoking facility with a designated smoking area outside.**
- The Parish Coordinator (see above listed email address and phone number) is responsible for the assignment of space and equipment (see Fee Schedule on reverse side) needed for use by any groups other than regularly scheduled worship and education. Rental fees will be charged unless 48 hours' notice of cancellation prior to the event is received via phone call to the office.
- The sexton or a St. Peter's representative must be available to open and secure the building on the day, at the time of the event.
- The contact person/leader of the group or event is responsible for the conduct of their guests/members. The contact person/leader must be present as long as any guests/members are present. They shall also be responsible for the opening, closing and housekeeping of space used (lights out, windows closed etc.).
- Guests/members are to occupy only their reserved room(s). They are not to wander the halls, enter other rooms or the sanctuary. No activities are to take place in the parking lot(s) or streets.
- You must provide your own supplies for your event. Any food, coffee, drinks, condiments, wraps, utensils or paper goods in the kitchen are property of the church and not to be used.
- All trash must be placed in the proper containers.
- Remove your food and supplies from the premises at the conclusion of your event. Do not leave anything behind on the counters or in the refrigerator/freezer.
- Please wipe any spills from the counters, tables, chairs and floor.
- The **Rentee** is responsible for the behavior of their guests, including children in attendance. You are responsible for repairing or replacing broken or damaged property.

- Minimal use of the kitchen is permitted for an additional fee of \$5 per hour. Minimal use is defined as getting water for coffee or tea, plugging in crockpots and washing up dishes. You need to bring your own supplies (dish soap, dish cloths and towels, etc.). Stoves and ovens are **NOT** to be used.
- Long-term rentals (to be defined by St. Peter’s as rental exceeding one month consecutive use) will require a certificate of insurance with St. Peter’s Church as a named insured.

Fee Schedule: (subject to change without notice)	Security Deposit	Sexton Fee		Hourly Rental Rate
		M-Th	W/E	
New Fellowship Hall (capacity 200)	\$100	\$50	\$75	\$60
Gym (athletic use)	\$100*	\$25	\$25	\$35
Classroom (per room/per hour)	-	-	\$25	\$10
Old Fellowship Hall (capacity 80)	\$60	\$25	\$50	\$120/first 3 hours, then \$60/hr
Old Fellowship Hall Fri./Sat. rate/Bingo	-	-	\$75	\$250
Screen Rental	-	-	-	\$10/flat fee
Sound System Rental	-	-	-	\$15/flat fee

*Note: New Fellowship Hall and the gym are the same room. It is considered the gym when the purpose of its use is for athletics. For any other function it is deemed New Fellowship Hall.

Verification and Hold Harmless/Indemnification:

I/We do hereby verify on behalf of the applicant organization that the above information is true and correct and that all regulations concerning the use of the facilities will be abided with. If the application is approved, I/We do further acknowledge on behalf of the applicant organization express understanding that the applicant will be solely responsible for any and all damages or personal injuries or property damage incurred by any person as a result of the applicant organization’s use of church property and that the applicant organization will indemnify and hold harmless the church, its directors, members, employees, agents and representatives, from and against any and all loss, damage, claims, demands, suits at law or equity, judgements, liability or expenses, including attorney’s fees for property damages, personal injury, including death, to any person whatsoever, and for damage to the property of the church arising out of any accident occurrence, however caused, as a result of the activities of the applicant organization and its use of church property.