

## Social Hall Rental

It is a policy of West Sunbury United Presbyterian Church (WSUPC), a private, non-profit religious corporation, as a matter of Christian hospitality, to share our facilities with community groups or individuals engaged in education, human enrichment, local business, environmental or social justice and other civic activities consistent with the overall mission of the church. Long term building use will be provided by individual contract. The session of WSUPC reserves the right to refuse any request for rental or use of the social hall or church facilities for any reason. If you wish to schedule an event at WSUPC, please call the church administrative assistant for more information, Tara Snyder at 724.637.2436.

### Fees

The social hall is available for use by the public for a \$50 building use fee. This secures the facility for up to five hours on a scheduled date. This form will need to be returned to the church office at least three weeks prior to the requested date. The fee should be paid to the church office no less than one week prior to the event.

### Deposit Return

Garbage cans, vacuum and other cleaning supplies will be available for clean up by the group or organization renting the social hall. The room should be left in the same condition in which it was found, any messes cleaned up, chairs and tables returned to their original placement.

### Smoking

There is a designated smoking area with a receptacle for cigarette butts located outside the lower level hallway door on by the parking lot adjoining the cemetery.

### Harassment

There will be no discrimination, verbal or physical abuse or harassment of others on church property for any reason, including religious belief, political opinion, age, gender or gender expression, sexual identity, disability, marital status, ethnicity or nationality.

### Kitchen

An additional fee of \$25 will need to be remitted to the church office if the kitchen is to be used. The kitchen will not ordinarily be used by organizations or individuals unless a church representative is on hand to serve as a resource person. Any fee for such services will need to be determined in conversation with the person serving as an on-site resource person. The church office can facilitate such arrangements.

If you wish to use the kitchen, what appliances will be needed?

- Refrigerator     convection oven     dishwasher     roasters     freezer     burner stove/oven  
 microwave     coffee pots     Other \_\_\_\_\_

Kitchen will need to be cleaned following use, any appliances or utensils cleaned and items returned to their original location. Detailed kitchen use guidelines are available through the office.

To be filled out by individual requesting rental:

**Request for Social Hall Use**

Date Submitted \_\_\_\_\_ Requested by \_\_\_\_\_

Person Responsible \_\_\_\_\_ Phone \_\_\_\_\_

Date of Event \_\_\_\_\_ Organization/Family \_\_\_\_\_

Type/purpose of event/meeting: \_\_\_\_\_

Time of Event \_\_\_\_\_ to \_\_\_\_\_ (AM/PM)

Number expected \_\_\_\_\_ Standing Request (every) \_\_\_\_\_

Other requests or issues related to use of the social hall \_\_\_\_\_

\_\_\_\_\_

**For Office Use:**

Approved and scheduled \_\_\_\_\_

Not approved (reason) \_\_\_\_\_

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_