

**St. Paul's Episcopal Church**  
**390 Main Street**  
**North Andover, Ma 01845**  
**Parish Hall Rental Agreement**

Deposit and completed Rental Agreement are required to reserve the Parish Hall  
Rental Fee is due prior to the event.

Event Date(s): \_\_\_\_\_

Arrival and Departure Times: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Lessee/Contact's Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Person responsible for setup/cleanup: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_

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

St Paul's is a vibrant and living community of faith. We are glad that you are considering using the Parish Hall for your event or activity. We ask that you show reverence and care for this place and experience a joyful and blessed occasion here. This agreement is of the rental of the Parish Hall only.

**Terms and Conditions:**

**Deposit of \$100** Check payable to St. Paul's Episcopal Church.

**Rent is \$50/hr** = \$\_\_\_\_\_ (check made out to St Paul's Episcopal Church)

**Standard Sexton Fee \$50=** \$\_\_\_\_\_ (check made out to Dianne Lawrence)

\*Extra fees may apply.

**Total Amount Due** \$\_\_\_\_\_

**Insurance and Liability:**

St Paul’s is not responsible for any accident, injury or personal or organizational property theft, lost, damaged or stolen in our parish hall or parking lot. The Lessee is responsible for all claims for repair or damage to church property during the time of rental and shall provide insurance against claims arising from wrongful death, personal injury, property damage and other liabilities including food poisoning. If caterers are used, lessee shall require caterers to be adequately insured against wrongful death, personal injury, property damage and other liabilities including food poisoning.

I, \_\_\_\_\_ Lessee of St. Paul’s, North Andover, on the above noted event date, have read and agree to adhere to the terms and conditions. Forfeit of security and reservation deposit will occur if terms and conditions are not followed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Responsibilities of those using St Paul’s facilities:**

**All groups or individuals using St Paul’s facilities must agree to the following:**

- 1. There is no smoking within any church building or on the grounds.
- 2. Please do not use tape to attach anything to the walls or woodwork. No nails, hooks or thumbtacks may be driven into walls or woodwork.
- 3. If you find anything broken or not functional, please leave a note on the item and notify the church office.
- 4. “Leave no trace.” When your event is finished, please put the room(s) in order.
- 5. Pick up and throw away all trash.
- 6. Wash, dry and return to shelves, drawers, etc., any dishes, cups, silverware, etc., that are used.
- 7. Remove any leftover food or drinks from the premises.
- 8. Shut any window(s), if opened.
- 9. Check all restrooms to be sure that no water is running in sinks or toilets.
- 10. Turn off ALL lights
- 13. Shut and lock all outside doors.

**Other Terms and Conditions**

**Children:** Must be supervised at all time. If your group will be providing childcare here during your event St. Paul’s requires that Safe Church policies be followed. This policy requires that two adult supervisors should be present during any activity where a child is present in the church or as part of a church sponsored activity. One of these adults should be a parent of one of the participating children or youth or someone over 25 years of age. There must be one adult present for every ten youth at all youth group activities.

**Church Furniture and Equipment:** No church equipment is to be borrowed, rented, or taken from the church by any person or organization without permission of the parish. Breakage or damage to the building, furniture or furnishings is to be reported to the parish by the person or group responsible. Said group shall be responsible for the repair of any damage.

**Town and State Laws:** The use of the building and facilities of St Paul’s of North Andover is subject to the laws of the Town of North Andover and the Commonwealth of Massachusetts. The person signing this application form accepts responsibility for compliance with these laws and the Terms and Conditions of this Application.