

CHURCH OF ST. MARTIN-IN-THE-FIELDS

8000 St. Martin's Lane
Philadelphia, PA 19118
(phone) 215.247.7466 (fax) 215.247.2638

TERMS OF FACILITY USE

1. Pay the charges as set forth in the attached fee schedule.
2. Inform the Church of any cancellations as soon as possible. See fee schedule for refund policy.
3. There will be no smoking on the St. Martin's campus.
4. Alcoholic beverages may be served only under the conditions set out in the attached document.
5. If the Parish Hall and kitchen facilities are used, any preparation, serving and clean-up must be done by the organization using the facility. Refuse must be placed in trash bags provided by the presenting organization.
6. If a catering service is used, all equipment must be provided by the service.
7. Someone representing the organization must remain at the church until all guests have left the premises and the security person has been informed that the building has been vacated.
8. Set-up and preparation times for the use of the facilities must be arranged in advance in agreement with the Parish Administrator. A security person must be on-site during this time. If this occurs outside the hours of the office (8:30 a.m. to 4:30 p.m., Monday - Friday), the security person's hourly fee will be charged.
9. Under no circumstances are any hardware objects, such as nails or staples, to be used to attach decorations to any surface.
10. If the event is a concert in the Church, arrangements can be made to remove the furnishings. This will incur an additional fee. Please indicate this need on the "Event Scheduling and Requirements" form.

The Organization will be:

1. Solely responsible for the observation of the regulations outlined above by all its members, guests, employees, and agents.
2. Solely responsible for clean-up after the service of any food.
3. Liable to St. Martin's for any damages done to the property or any furnishing therein.
4. St. Martin's will not be responsible for lost articles.

I have read and understood the above terms (as well as "Special Terms for Concert Use of Church" if applicable) of the use of the facilities of St. Martin's Church.

Signature: _____

Name: _____ Title: _____

Organization: _____

Date(s) of Event: _____ Event Fee: _____

Date signed: _____

Return one copy to:

Angelique Gravely
Church of St. Martin-in-the-Fields
8000 St. Martin's Lane
Philadelphia, PA 19118.