

**CONTRACT FOR SINGLE EVENT USE OF ST. BARNABAS CENTER PROPERTY**

234 E. Main Street, Kutztown, PA 19534

484-648-2814

[stbarnabascenter@hometownnu.com](mailto:stbarnabascenter@hometownnu.com)

Organization or Group Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

Date(s) of Requested Use: \_\_\_\_\_

Access to Bldg Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Room(s) Requested: *(please check all that apply)*

\_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Sanctuary \_\_\_\_\_ Classroom

Please give a brief description of the event: \_\_\_\_\_

*Use of the facilities is contingent upon approval by the Center's directors and/or Board of Directors.*

Partial day is defined as morning, afternoon, or evening for a period of up to 4 hours. The building is available between 9:00a.m. – 10:00 p.m. Charges and changes are subject to adjustment by the Board of Directors.

**I, The undersigned, acknowledge that I have read and understand the Guidelines applicable to the use of the requested room(s) in the St. Barnabas Center.**

Signature of Responsible Party \_\_\_\_\_ Date: \_\_\_\_\_

<b><u>For Profit Organizations/ Businesses/ Individuals</u></b>		
<b>Fellowship Hall w/Kitchen Access</b>	<b><u>Partial</u> \$ 60</b>	<b><u>All Day</u> \$ 120</b>
<b>Sanctuary</b>	<b>\$ 60</b>	<b>\$ 120</b>
<b>Hall/Kitchen/Sanctuary</b>	<b>\$ 110</b>	<b>\$ 230</b>

The St. Barnabas Center is made available for use under the auspices of the *Episcopal Diocese of Bethlehem* . Checks for use of the facilities should be made payable to the *Episcopal Diocese of Bethlehem* .



OFFICE USE ONLY:

Date Received: \_\_\_\_\_

Approved By: \_\_\_\_\_

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

## **GUIDELINES FOR USE OF OUR BUILDING – ALL GROUPS**

- Use of our building will be approved through our office.
- Proof of event liability insurance in the amount of \$1,000,000. Is the responsibility of the applicant.
- Use of the kitchen is by request only. Please include request in your reservation.
- Due to space limitations, storage of items for the event or on-going activities should be arranged beforehand. The Center is not responsible for items left in the building.
- Applicant is responsible clean-up after the event. A cleaning deposit of \$50 will be collected at the time the reservation is confirmed and returned after the event.
  - Empty waste cans – A trash can is located at the back of the property, adjacent to the parking lot.
  - Place tables and chairs where you found them
  - Clean up any spills that may have occurred and wipe off tables.
  - Check restrooms to make sure they are clean and toilets have been flushed
  - Make certain all lights are turned off when leaving
- Breakage of any kind is the responsibility of the applicant and should be reported immediately
- Center portable property is not to be removed without prior permission of the Directors