CONTRACT FOR SINGLE EVENT USE OF ST. BARNABAS CENTER PROPERTY

234 E. Main Street, Kutztown, PA 19534
484-648-2814
stbarnabascenter@hometownu.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.

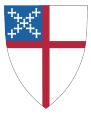
I, The undersigned, acknowledge that I have read and understand the Guidelines applicable to the use of the requested room(s) in the St. Barnabas Center.

Signature of Responsible Party _____Date: _____

For Profit Organizations/ Businesses/ Individuals

	Partial	All Day
Fellowship Hall w/Kitchen Access	**$ 100**	**$ 200**
Sanctuary	**$ 100**	**$ 200**
Hall/Kitchen/Sanctuary	**$ 200**	**$ 400**

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