
Fellowship Hall Contract



Mt. Nebo United Presbyterian Church

1818 Roosevelt Road

Sewickley, PA 15143

MT. NEBO UNITED PRESBYTERIAN CHURCH

Fellowship Hall Rental Guidelines

- ❖ No one is to be in the sanctuary, office area, or preschool classrooms unless special permission has been granted within your contract.
- ❖ No smoking or alcohol is permitted in the building or on church grounds.
- ❖ No standing or sitting on the tables or counters in Fellowship Hall or the kitchen. Group leaders should refrain those under their care from doing so.
- ❖ All groups are responsible for keeping areas they are using neat and clean. Upon your arrival, if any rented area is not found neat and clean, please advise your assigned liaison from the church as soon as possible.
- ❖ Take garbage out to dumpster at end of event. Replacement bags and additional supplies for upkeep can be found in custodial closet next to the parking lot door.
- ❖ The building must be restored to its original state and locked before departure. Each group will name a contact person and will also be assigned a liaison from the church. The liaison will do a “walk-through” of the facility after the event.
- ❖ All lights, including bathroom lights, are to be turned off before leaving the building.

Kitchen Use Guidelines

Anyone using the kitchen must:

- ❖ Clean the sink area, counter tops, and tables (kitchen and Fellowship Hall)
- ❖ Put away any dishes/pots, etc., if used
- ❖ Wipe front of refrigerator and other surfaces if necessary
- ❖ Take garbage out to dumpster at end of event. Replacement bags and additional supplies for upkeep can be found in custodial closet next to the parking lot door.
- ❖ Make sure to turn off the gas and stove if used for the event. Let your church liaison know before the event if you require instruction on how to turn on the gas and use the stove top or oven.
- ❖ **Fire extinguishers are located in the kitchen at the door to the Boiler Room, outside the kitchen door in the hallway, in the back of the Sanctuary, and in the Overflow Room next to the Sanctuary.**

In event of an emergency, dial 911. Your event is at:

**Mt. Nebo Presbyterian Church
1828 Roosevelt Road
Sewickley, PA 15143**

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Fellowship Hall Rental Fees

Due to the church office 1 month before your event:

- | | |
|---|----------|
| ● Rental Fee (Member) | \$Free |
| ● Rental Fee (Non-Member) | \$100.00 |
| ● Custodial Fee (Member & Non-Member) | \$100.00 |
| ● *Security Deposit (Member & Non-Member) | \$200.00 |

Due to church office at the time the event date is booked:

- *Security Deposit \$200.00

*Security Deposit:

The Security Deposit is due at the time the event date is booked in the form of a check made out to Mt. Nebo Presbyterian Church. Cancellations may be made up to 1 week before your event date and your deposit will be refunded.

Mt. Nebo Presbyterian Church will review the condition of the building immediately following your event. If no damage is found, the security deposit will be returned to the group leader within 30 days of the event date. Mt. Nebo reserves the right to keep the security deposit based on this review of the property. If this is the case, the church office will share with you the specific reason(s) why the decision was made.

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Fellowship Hall Rental After Your Wedding Ceremony

Separate arrangements should be made with the church office and/or pastor if use of Fellowship Hall is requested following your wedding. In addition to your Wedding Contract, a separate Fellowship Hall Contract and schedule of fees will be presented to the couple after reviewing their needs for this portion of their wedding day. Please contact the church office to learn more.

Payment

Rental and Custodial fees are to be made payable in one check to Mt. Nebo Presbyterian Church and can be submitted to the church office during regular business hours (M-F, 9:15-1:15) or by mail: 1828 Roosevelt Road, Sewickley, PA 15143. These fees are due 14 days before your event.



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A leader of your group is responsible for signing this contract:

Group Name _____

Group Leader Printed Name _____

Signature of Group Leader _____ Phone # _____

Contact person on site during event _____

Phone Number if different from above _____

Any key to the building which is issued for an event must be returned to the church office before the security deposit is returned.

I have received a key to the door at Mt Nebo Presbyterian Church.

By signing this below, I promise not to make any copies or lend out this key.

Print Name _____

Signature _____

Date Issued _____

Date Returned _____

Church Representative Name _____ Date _____



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Additional Notes & Guidelines for the Event on: _____

Group Leader Initials _____ Church Representative Initials _____