



St David's Episcopal Church
905 E. McMurray Rd., Venetia, PA 15367, 724-941-4060, stdavidspeterstwp@gmail.com

Facility/Property Utilization and Guidelines

Our church facilities are a gift from God entrusted to our care. We believe these buildings are not just for ourselves, but they are to be shared with others in a responsible manner. It is to this end that our leadership has established these guidelines which are meant to provide specific information about the use of our facilities, and then problems can be avoided. Failure to follow these guidelines may result in loss of your deposit.

General Guidelines

Reservations:	Church functions have priority over public functions. We will do our best to avoid conflicts, but from time to time they do arise. If a scheduled meeting needs to be moved, Tenant will be contacted to discuss alternatives.
Building key/code:	Arrangements for obtaining the lockbox code or a church key can be made with the Parish Administrator.
Table set-up:	Tables and chairs are available for use (located in the closet at the bottom of the ramp). If you wish to set up these tables and chairs for your event, they must be cleaned, broken down, and returned to the storage closet after the event.
Kitchen:	The oven and gas range are available for use. (Dishes must be handwashed.) Those not familiar with the kitchen equipment will be asked to contact the church for an instructional meeting. *Hood vent must be on when using either appliance.
Clean-up:	You are responsible for cleanup of the facility to the condition which existed prior to your event. This includes cleaning of tables and floors, ovens and restrooms, emptying trash, vacuuming, etc. You will need to bring all necessary cleaning supplies, towels, cooking supplies, etc as needed.
Alcohol:	Alcohol is permitted only if the tenant provides proof of insurance and ensures all state and federal laws are observed.
Minors	Provide for the supervision of children and other minors who attend. Certain areas of the building and grounds are off limits, including the gross motor playroom and the playground to the rear of the church.
No Smoking Policy	St. David's is a smoke free facility. Smokers are to be outside and away from the church enough so that they are not blocking doorways. Outside smoking areas need to be cleaned up after each event.
Building Security:	You are responsible for seeing that the building is secure and all inside lights are turned off when leaving. If you have any problems or questions, please call the Building Contact.

Emergencies: While you are using the building, if you see something that needs attention, or if an incident arises with water, plumbing, heating, A/C, etc., call one of the Building Contacts. In case of a severe emergency, call 911 first, then call one of the Building Contacts.

Building Contact: Melissa Germain 828-606-7697
Rev. Kris Opat 412-780-6212

Room Use

Tenant must limit use of building to solely the room(s) outlined in the application and their associated bathrooms: Parish Hall (Women's bathroom in the lobby/Men's Bathroom immediately upon entering the play room), Conference Room/Nave/Narthex (Men's/Women's Rooms in the Narthex), Old Sanctuary (Gender Neutral Bathroom/Women's Room in Preschool area).

Event Insurance (recommended)

- a) St. David's Episcopal Church agrees to maintain, at its sole cost and expense, insurance covering the Leased Premises insuring against the perils of fire, lightning, extended coverage, vandalism and malicious mischief in such amounts as are determined by St. David's Episcopal Church, in its sole discretion, to be appropriate.
- b) Tenant shall, at its own cost and expense, obtain or cause to be obtained, insurance policies insuring against such risks, and in such amounts, as follows: comprehensive general liability insurance with a minimum limit of \$1,000,000 per person and \$1,000,000 per occurrence, and property damage coverage with a minimum limit of \$250,000. Tenant will also maintain insurance with respect to its personal property, equipment and trade fixtures in amounts determined to be appropriate by Tenant. Tenant will furnish evidence of that insurance to St. David's Episcopal Church (email to stdavidspeterstwp@gmail.com), which insurance shall name St. David's Episcopal Church as additional insured, where appropriate. Such insurance policies are required by this written agreement to provide coverage to St. David's Episcopal Church on a primary and non-contributory basis.