

# GLENSHAW VALLEY PRESBYTERIAN CHURCH

## SANCTUARY RENTAL CONTRACT

1520 Butler Plank Road, Glenshaw, PA 15116

412-486-5656

**Glenshaw Valley Presbyterian Church** (GVPC) ("Lessor") hereby agrees to rent the sanctuary, located at 1520 Butler Plank Road, Glenshaw, PA on: \_\_\_\_\_ between the hours of: \_\_\_\_\_ am/pm and \_\_\_\_\_ am/pm. Made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by and between Glenshaw Valley Presbyterian Church and:

**Renter** ("Lessee"): \_\_\_\_\_

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

Phone (Home): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Security deposit to hold rental date is due at time of execution of contract. Initial: \_\_\_\_\_

**Total payment for all services rendered must be submitted no later than 30 days prior to event date.**

### Rental fee:

\$500.00 three (3) hours (including one hour before and one hour after ceremony for set up and clean up)

\$150.00 Security Deposit to be submitted with contract

\$50 each additional hour (including rehearsal time if not using Lessor's pastor)

\$50 Custodian fee (paid directly to custodian) for set up of additional seating or special arrangements

Use of pastoral services may be negotiated directly with Rev. Christin Moreland – 815-505-8623.

Use of organist services may be negotiated directly with Micki Schessler – 412-821-7929.

Will you need AV equipment such as microphones or powerpoint? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you need access to the Church the evening before your event for rehearsal? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what time? \_\_\_\_\_

### **NOTES:**

\_\_\_\_\_  
\_\_\_\_\_

### **CONTRACT:**

- **Payment for use of sanctuary and supporting personnel is required in full no less than 30 days prior to event.** Individual signing contract accepts responsibility for event. Any returned checks must be replaced within seven (7) days and Lessee will pay a \$50.00 inconvenience fee. Security deposits will be returned within thirty (30) days of completion of rental.
- GVPC is a Smoke-Free facility. Smoking is not permitted in any of our buildings and evidence of such will result in loss of security deposit. Receptacles are located outside of the rear door of the sanctuary – no smoking is to occur in front of the Church building.

### **CHURCH FURNISHINGS AND PARKING:**

Initial \_\_\_\_\_

- GVPC has the right to charge the Lessee fees for damages incurred during the time of the sanctuary rental. Damage costs must be remitted to GVPC within seven (7) days of rental. If the cost for damages is not received within the above-mentioned timeframe, Lessee will be responsible to pay for any and all legal fees incurred while collecting this debt. If damages do not exceed \$150.00 they will be deducted from the security deposit.
- The property must be left in the same condition which it was found. All maintenance issues must be reported to the onsite Property Manager during event.
- All indoor decorations such as aisle runner, rose petals, pew decorations and alter flower must be removed prior to end of event unless arrangements are made to pay for custodial support.
- Alter flowers may be left at church for Sunday worship service with prior approval from the Rental Relations Team or Church office.
- Lessee is responsible for removal of all decorations. If additional time is required for set-up and/or clean-up for this event, Lessee agrees to pay \$10 for each additional hour of Property Manager's time.
- Following the wedding service attendees may throw bird seed or blow bubbles, but rice and balloons are strictly prohibited. Use of either will be cause for forfeiture of security deposit.
- Parking for event is limited to the church parking lot, gravel lot next to parking lot and parking across Butler Plank Road. No parallel parking on Butler Plank Road or behind Church at any time.
- Any special requests must be made at time contract is signed and noted on page 1 in order to be included in contract terms.
- Any variance from the above mentioned rules and regulations may result in possible early termination of event.
- GVPC will not be held responsible for any possessions of the Lessee and/or their caterer. All Items belonging to the Lessee and/or their caterer must be removed on the day of the event.

**Indemnification clause:** It is further understood and agreed between the parties that the rules and regulations controlling the use and regulation of the use of sanctuary are incorporated herein and are an integral part of the Agreement.

It is further understood and agreed between the parties that the Lessee shall indemnify and save Glenshaw Valley Presbyterian Church harmless as to any and all claim, action or whatever nature or kind which may arise from the Lessee's use and beneficial enjoyment of sanctuary pursuant to the terms and conditions of this lease.

**NOTES:** \_\_\_\_\_  
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***I have read, understood, and agree to the terms of this contract:***

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Lessee

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Lessor, Rental Relations Team Member

Revised: 05/10/24

Initial \_\_\_\_\_