

## Overbrook Presbyterian Church

6376 City Avenue, Philadelphia, PA 19151-2505 (215) 877-2744

### USE OF SPACE AGREEMENT: FOR ONE-TIME EVENTS

Welcome to Overbrook Presbyterian Church (OPC)! As a user of our facility you are required to follow our guidelines and treat our building with care.

#### I. Regulations.

1. Individuals and groups using our facilities must be in compliance with any laws and regulations that apply to them or to the services or activities they offer and are responsible for obtaining any necessary licenses, use permits and the payment of any taxes or similar fees.
2. Users are required to engage our church custodian for their event. Custodial services are \$150 per event for up to four hours (plus \$25 per hour beyond four hours) and include opening and closing the facilities, set-up, break-down and trash removal. Nevertheless, users are required to leave the space in a “broom clean” condition with all waste in trash cans/bags.
3. Responsible adults must directly supervise children in attendance.
4. OPC spaces are available for rent for a minimum of three hours.
5. Room rates include heating, air conditioning, and the use of tables and chairs.

II. Indemnification. User shall indemnify and hold harmless OPC jointly and severally from and against any and all claims arising from the User’s use of the OPC facilities.

III. Fees. User shall pay a space fee in accordance with the Shared Use Policy and Rates available at [www.overbrookpresb.org/facilities](http://www.overbrookpresb.org/facilities) as of the date of this Agreement. A non-refundable deposit of 50% of the total fee is due at the time of application. The space fee must be paid in full to OPC two weeks in advance of the event or the space will be made available to other users. All fees are non-refundable.

IV Security Deposit. A **\$100 security deposit** must be paid to the church office in a separate check two weeks prior to the event. The security deposit will be returned to the User provided that the Church has incurred no damages or losses in connection with User’s event.

Name of User: \_\_\_\_\_ Contact person: \_\_\_\_\_  
Organization/Purpose of Meeting: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Today’s Date: \_\_\_\_\_ Proposed Date and Hours of Event: \_\_\_\_\_  
Requested room/s: \_\_\_\_\_ Expected attendees: \_\_\_\_\_  
Signature of User: \_\_\_\_\_ Application Date: \_\_\_\_\_

Date received: \_\_\_\_\_ Total Fee: \_\_\_\_\_

Signed: \_\_\_\_\_ for Overbrook Presbyterian Church, Date \_\_\_\_\_

Accepted / User: \_\_\_\_\_ Date: \_\_\_\_\_