

**CHURCH OF THE HOLY APOSTLES & THE MEDIATOR**

North West Corner, 51<sup>ST</sup> & SPRUCE STREETS

260 SOUTH 51<sup>ST</sup> STREET

PHILADELPHIA, PENNSYLVANIA 19139

215-472-3000 (phone) 215-472-2099 (facsimile)

215-472-9502 (hotline) www.hamphilly.org (web-site)

The Reverend Carver W. Israel, Rector  
Cheryl Bethea, Office Manager  
Marit Anderson, Jr. Warden

Alberta Williams, Sr. Warden  
Marlowe Clory, Sexton  
Michael Shands, Chair, Property Committee

**RENTAL REQUEST:**

Name: \_\_\_\_\_ requests to lease the following space in the parish house of the Church of the Holy Apostles and The Mediator for the purpose of

\_\_\_\_\_.

Room #: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Number of People to Attend: \_\_\_\_\_

Date of Request: \_\_\_\_\_

*(Must be requested six weeks prior to date of event.)*

The leasee agrees to follow all guidelines attached to this agreement. The leasee also agrees to pay 1/3 of the total cost of lease and the security deposit when signing the lease. The balance is due at least five days prior to the event.

**Request Approved/Declined**

Date: \_\_\_\_\_

Representative of HAM: \_\_\_\_\_ Designated representative is Damon Charman.)

*(Property Committee, Rector or Sr. Warden designates the representative.)*

Reason for Declining Request: \_\_\_\_\_

\_\_\_\_\_.

cc:

- Applicant
- Rector
- Sr. Warden
- Sexton
- Office Manager
- Property Committee Chairperson
- Brotherhood of St. Andrew
- Other: \_\_\_\_\_

## **PARISH HOUSE RENTAL POLICY**

This policy is the guideline for the parish staff and the Property Committee, operating under the auspices of the Vestry for rental of the church's Parish House. Request for such use should be submitted in writing (on the appropriate forms) to the church Office Manager at least six (6) weeks prior to the date of the event. Duplicate agreement forms are filed: one (1) copy with the church office, one (1) with Property Committee, and one (1) is given to the Leasee. Appropriate church representatives receive copy notice as well.

## **ROOM ACCOMODATIONS**

All three (3) rooms on the first floor, the downstairs gym, and second floor auditorium plus limited use of the kitchen are available for rent. The number of rooms and the length of time needed will determine fees. ***All rental fees are based on four (4) hours intervals.*** Events that exceed the contracted period will be assessed additional fees at half-hour increments. One-third (1/3) of the rental fee will be required as a deposit when the date is reserved. The balance is required five (5) days before the event.

A security deposit will be required to cover the cost of breakage or other damage. The security deposit will be refunded after final inspection of the facility has taken place to insure that the room(s) is free of trash and debris and that there has been no breakage or vandalism to the property. **Note: NO NAILS, TAPE OR GLUE is to be used on the woodwork.**

## **KITCHEN AND COOKING ACCOMMODATIONS**

Limited use of the kitchen facilities is included in the room(s) rental fees. Limited use of the kitchen includes the following:

1. Usage of sink and water.
2. Use of tables and chairs to arrange previously cooked foods.
3. Use of stove and/or microwave the heat previously cooked food.

Lessee must provide all food items (including condiments for food, salt, pepper, sugar, coffee, tea, creamer, stirrers, china, all paper plates, paper goods, and utensils). *This is not an all-inclusive list.* Special arrangements must be made if Lessee would like to use property items belonging to the Church.

If extensive use of the kitchen, by a caterer or any cooking is required, an additional fee is charged.

### **Usage of Kitchen Appliances**

Use of the refrigerator or freezer is based upon its availability and availability is extremely limited.

The microwave unit may be used so long as the user adheres to the caution sign and reads the direction booklet affixed to the unit. **This unit should not be used in the presence of persons wearing a pacemaker.**

## **SECURITY PROVISIONS**

It is necessary that the church Sexton (or other church representative) be hired for security purposes. He/she remains on hand, usually in the office, while activities are scheduled. The Sexton will also be available to open and close the building. *The building will be opened two (2) hours prior to the start of the scheduled event.*

Additional arrangements for security, at the door, for large events or if money is being collected, must be made and approved by the Warden(s) or Property Chairperson. *(Large events are considered to be those in excess of one hundred (100) people.)*

## **PROHIBITIONS**

Smoking is not permitted in any part of the building.

The serving of alcoholic beverages is not allowed (this includes beer). Written permission may be granted if the beverage is used for a wine toast only for weddings or anniversary events.

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**PARISH HOUSE RENTAL POLICY FEE SCHEDULE**

The following rates apply to normal use of room, security deposits, and **Sexton & Security** charges.

**Security Deposit**

One hundred seventy-five dollar (\$ 175.00) security deposit is required to cover the cost of breakage and/or vandalism.

The leasee is expected to insure that rooms are clean, free of trash, and debris. **(Rooms must be left in the order found at the time of the event. Trash must be properly bagged and placed at our back door leading to the dumpsters.)**

Breakage, damages, or vandalism caused by the Leasee or any of their guests should be reported to the Sexton on duty immediately upon notice or occurrence.

After a final inspection of the facility has taken place, one hundred percent (100%) security deposit, or any fraction thereof may be returned **within three (3) business days following the event.**

**ROOM RATES**

All of the rates below are based on four-hour (4 hour) intervals only. Additional time requires additional fees.

	<u>Non-Member's Fee</u>	<u>Member's Fee</u>	<u>Maximum Occupancy</u>
1. Kitchen (Expanded use of the kitchen by a caterer or cooking.)	\$ 100.00	\$ 50.00	10
2. Room 1 (Next to Kitchen)	\$ 260.00	\$ 125.00	80
3. Room 2 (Middle Room)	\$ 200.00	\$ 100.00	40 (row seating)
4. Room 3 (51 <sup>st</sup> Street)	\$ 225.00	\$ 110.00	50 (row seating)
5. Gym Only	\$ 225.00	\$ 110.00	140
6. Auditorium	\$ 350.00	\$ 250.00	300 (row seating) 200 (table seating)
7. Auditorium Stage Only			
Without electric	\$ 150.00	\$ 50.00	30
With electric	\$ 175.00	\$ 75.00	

**(No extra electric** for small dance group, acts, recitals, etc. **Extra electric needed for** small band, extra sound & speakers, or groups or other activities requiring greater electrical support. These suggestions are not all-inclusive.)

**SEXTON RATES**

Sexton services are forty dollars (\$ 40.00), plus the hourly rate noted for the duration of the event. A current rate of fifteen (\$ 15.00) per hour has been established. Please note, that the Sexton is present a resource and not to clean debris from your event.

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**RENTAL AGREEMENT:**

Name: \_\_\_\_\_ agrees to lease the following space in the parish house of  
The Church of the Holy Apostles and The Mediator for the purpose of:

\_\_\_\_\_

Room (s) #: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Date of Event: \_\_\_\_\_, Time of Event: \_\_\_\_\_

Date Request Approved: \_\_\_\_\_

The lessee agrees to follow all guidelines attached to this agreement. The lessee also agrees to pay 1/3 of the total cost of lease and the security deposit when signing the lease. The balance is due at least 5 days prior to the event.

Total Lease Amount Due: \_\_\_\_\_

Security Deposit Due:     \$ 175.00      
(Refundable)

Lease Deposit Paid: \_\_\_\_\_

Balance Due: \_\_\_\_\_  
(Five (5) days before event)

Lessee Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Suite /Apt #: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_, Zip Code: \_\_\_\_\_

Day Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_

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

Lessee's Signature \_\_\_\_\_

Appropriate Church Representative: \_\_\_\_\_ Date Approved: \_\_\_\_\_