Building Use Policy

Effective December 1, 2022

Pilgrim House (PH) is available for weddings, meetings, and other events.

1. All uses of the building must be coordinated with the PH Board Chair, or their designee, and recorded on the PH Building Use Calendar.
2. Fee for use of any part of the main floor of the building (including the kitchen [not a commercial kitchen - food must be catered], social hall, meeting hall, and three restrooms) is $250 per day (or fraction thereof) per event. A damage deposit may be required. The presence of a PH representative may be required. The building user may be charged for this presence. The user must indicate the conditions under which any liquor will be served. PH may require the user to provide and pay for appropriate security if liquor is served. A down payment of 25% of the fee is required to hold the reservation; it will be refunded in full if the reservation is canceled 60+ days before the event

**Note: Weddings, anniversaries, or other non-commercial use by Michael Servetus members will have a charge of $150. MSUS will be responsible for providing access, cleanup, and closure of the building following the event.**

1. $500 for weddings - includes ceremony, rehearsal, and set up.
2. Chairs and tables may be moved, but they must be returned to their original position after the event.
3. PH members may normally use the facility for no charge. This use must be coordinated with the Board Chair or their designee, who may require board authorization. The board may decide to charge a fee for commercial use by PH members.
4. Community organizations may arrange for occasional use of the building. The fee will be negotiated at the time the arrangements are made. The PH member making the arrangements must be present during the entire event.
5. The fellowship promises that any space rented will be clean and in working order.
6. People/organizations that use PH must leave things as they are found, and clean and remove from the premises all debris, pop cans, decorations, litter, etc.
7. Smoking is NOT allowed anywhere in the building or on the grounds.
8. If snow removal is necessary, the user will be charged for that cost.
9. The user is liable for any and all damages.

Submit two copies of Pilgrim House Building Use Request; one will be returned.

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

(Please type or print)

|  |  |  |  |
| --- | --- | --- | --- |
| Requesting Individual: |  | Space Requested | (Yes/No/#) |
| Sponsoring Organization: |  | Kitchen & Social Hall: |  |
| Date(s) Requested: |  | Meeting Hall: |  |
| Time(s) Requested: |  | Classrooms: |  |
| Purpose: |  | | |
| Will liquor be served? (Yes/No) (describe if yes): |  | | |

Pilgrim House (PH) Building Use Authorization

(Check all that apply)

\_\_ The PH Board has approved this building use

\_\_ Call the PH Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for building access

\_\_ This building use is authorized without Board approval

\_\_ The fee for this use will be $\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_ A damage deposit of $\_\_\_\_\_\_\_\_\_\_\_\_\_ will be required

\_\_ The presence of a PH Representative will be required

\_\_ The user will be charged $\_\_\_\_\_\_\_\_\_\_\_\_\_ for this PH Representative

\_\_ The designated PH Representative is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_ Liquor will be served

\_\_ The user must contract for security

\_\_ This use has been entered on the PH Building Use Calendar

\_\_ This building use is rejected

Authorized/Rejected by: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Pilgrim House Building Use Agreement

I agree to the above PH Building Use Authorization per my request (above) and the PH Building Use Requirements on the reverse side of this page.

Agreed by: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

A check for $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to cover the fee, damage deposit and presence of a PH representative (as required) is attached.

A copy of my security contract with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if required), is attached.