

# MARPLE PRESBYTERIAN CHURCH

## RENTAL POLICIES AND PROCEDURES



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## RENTAL POLICIES AND PROCEDURES

Thank you for your interest in renting one of the rooms at Marple Presbyterian Church (MPC). We offer several room options to fit your event needs: parties, receptions, banquets, meetings, recitals, etc.

Our facilities are conveniently located in Marple Township near the intersection of Rt. 3 (West Chester Pike) and Rt. 320 (Sproul Road). We are also less than five (5) minutes from Exit 9 of Rt. 476. In addition, we have ample off-street parking.

## HOW TO BOOK YOUR EVENT

1. After calling the church office to check availability, you will be sent an Engagement Letter. *Please note: calling does not automatically reserve a facility for you.*
2. Once the Engagement Letter is signed with event details completed, return it along with the security deposit. Upon receipt, your event will be placed on our schedule.
3. The church must be notified if any event details need to be changed (e.g. time of your event, number of guests, etc.).

## FACILITIES AND FEES

Please read the description of how each room may be used. If you have any additional questions about which room would be most appropriate for your event, please contact us.

### CHAPEL - \$75/HR

Our Chapel is ideal for small ceremonies or funerals, rehearsals, concerts or recitals and features a baby grand piano. It is located in the Office Building.

### COURTYARD - \$100/HR

In the center of our campus, we have a Courtyard, which has a no-step entry. It is included when renting Fellowship Hall.

### FELLOWSHIP HALL - \$100/HR

Located in our Christian Education Building, this banquet hall is our largest facility and boasts a non-step entry through our courtyard (included in rental), and a stage in the front of the hall. A full-sized kitchen is also attached and available.

### LIBRARY - \$50/HR

Located in the Office Building, this room is ideal for small group or board meetings.

## MEMORIAL HALL - \$75/HR

This is a wonderful open space with a small stage and baby grand piano, located in the Office Building. Uses: Scout ceremonies, concerts, recitals, large meetings or rehearsals.

## UPPER ROOM - \$75/HR

Located above the Kitchen in our Christian Education Building, this room is beautifully intimate and very versatile. It has a small kitchenette and decorative fireplace, and has been used for small parties, showers and birthdays, as well as local dance groups.

- ❖ SECURITY DEPOSIT—this is required for every event. The deposit will be returned pending inspection of the premises for any damage or usage beyond the scope of the Engagement Letter. **We reserve the right to retain all or part of the security deposit if there is any breach of contract.**
- ❖ RENTAL FEE—the Rental Fee is due two weeks prior to your event. If payment is not received prior to the event, we reserve the right to cancel and retain the Security Deposit. The Rental Fee includes the following:
  - Setup and breakdown of tables/chairs as requested by renter;
  - Set lighting, ceiling fans, heat or A/C as needed;
  - Opening up and locking up of the facility;
  - Meeting with the renter the day of the event to ensure proper setup;
  - Sweep/mop of the floors following the event;
  - Disposing of trash bags into the dumpster following the event;
  - Cleaning/restocking of the restrooms; and
  - Being on-call by phone during the event in case of an emergency.
- ❖ CHURCH MEMBERS—Members of MPC may book a rental for their personal use. To offset our direct costs, you will be responsible for a set-up fee, which includes items listed above, and a utility fee, which will be used to offset the direct cost of utilities.

## RENTER RESPONSIBILITIES

- ✓ I will not arrive prior to the time I reserved. The time frame listed on my application includes my set-up and clean-up time. My guests must leave at the end of my rental time.
- ✓ Any damages incurred will be my responsibility.
- ✓ I need to be respectful of other users during my rental time.
- ✓ All guests must remain in the areas I have rented (which includes any restroom facilities adjacent to my rental space).
- ✓ There will be at least one responsible adult present for every 12 people under age 18.

- ✓ All trash—including paper products, food and drink—will be placed in receptacles provided. Extra trash bags will be left in the bottom of the trash receptacles. If trash bags become full, it is my responsibility to make sure they are removed, tied, and left outside the rear doors of the hall;
- ✓ Any spills—including liquid—will be wiped up to avoid slipping hazards;
- ✓ I will report any malfunctioning issues or problems to the Rental Facilitator, including (but not limited to) fire extinguisher discharge, first-aid equipment use, equipment malfunctions, etc.;
- ✓ The doors will not be propped open—windows can be slid open for fresh air if needed when heat or A/C are not operating. Ceiling fans may be used as needed;
- ✓ All vehicles will be parked according to the lined spaces, keeping the driveways clear for emergency vehicles;
- ✓ There will be no use of any non-Christian statues, imagery, etc.
- ✓ I will request prior approval for any and all types of entertainment scheduled in the facility.

## BUILDING RESTRICTIONS

### CEREMONIES

No ceremonies (including, but not limited to, weddings, baptisms, or funerals) are to be held without the prior written consent of the Session of MPC.

### CEMETERY

Use of the cemetery area is strictly prohibited.

### MISCELLANEOUS

The following are also prohibited: immoral or illegal activities, use of illegal drugs, gambling, defacing of buildings or grounds, carrying or use of weapons, animals/pets (even temporarily—with the exception of properly trained service animals as needed). Smoking is only allowed in designated areas outside of our buildings.

## CANCELLATION POLICY

Thirty (30) days written notice is required for any cancellation. For events where there are less than thirty days from the date of booking the event, cancellation must be made in writing within five (5) days of the event. If cancellation is not received in accordance with the time limits set forth herein, we reserve the right to retain your security deposit.

## CLIMATE CONDITIONS

We make every effort to make our venues comfortable. This includes A/C in the warm months and heat in colder months. However, on excessively hot days and/or when many people are

attending an event, our best efforts may not make the venue cold, especially when many people are entering or exiting the room.

In cases of inclement weather, we will make every effort to reschedule your event, should you choose to do so. In the event of weather severe enough to cancel your event, two hours or more notice is required, and your Rental Fee will be refunded. In the event that your party is cancelled within two hours of your start time, your Rental Fee will be forfeited.

## FREQUENTLY ASKED QUESTIONS

*Can we bring our own food?* YES. You can bring your own food, or have food delivered.

*Can we use the kitchen?* YES. The kitchen can be rented along with Fellowship Hall or the Upper Room for an additional \$50 cleaning fee.

*Can I have alcohol at my event?* YES. However, bartending services are required. Use is limited to Fellowship Hall, the Courtyard, or Upper Room.

*Do you have tables and chairs?* YES – we do that setup.

We have 60" round tables for seating that fit 8 chairs comfortably.

We also have 72"x30" and 96"x30" rectangular tables for your buffet, beverages or gifts.

*Do you provide linens?* NO.

*Are there decorating restrictions?* YES. Nothing may be pinned or taped to the walls. Nothing may be hung from the ceiling. Confetti is not permitted. You may hang decorations from the glass windows or on the floors.

*Is the set-up and clean-up part of my rental time?* YES. Your set-up time includes decorating, food preparation, etc. Clean-up time includes breakdown of your personal belongings. You, your guests, and any supplies should be out of the room at the end of your rental time.

*What is the minimum rental time required?* 3 HOURS.

*Can I arrive earlier than my rental time?* YES—but only if you have made prior arrangements. We plan staffing and cleaning around your rental time. If you require additional time beyond what was indicated on your Engagement Letter, please contact the office immediately.

*If my party runs over the rental time, will I be billed for additional time?* YES. We will bill your account and send you an invoice.