

**GUIDELINE FOR USE OF THE COMMUNITY HOUSE**

**NO SMOKING, ALCOHOL, OR DRUGS ON PREMISES!**

North Warren Presbyterian Church Community House  
c/o North Warren Presbyterian Church  
200 S. State Street, Warren, PA 16365  
(814) 723-5060 [secretary@nwpchurch.org](mailto:secretary@nwpchurch.org)

**Please note:** Arrangements, including key pickup must be made through the church office. Without proper paperwork, no reservation exists. Visit <https://www.nwpchurch.org/facilities/community-house/>

**General Guidelines**

- Please check building thoroughly before use, so that you can leave it in as good condition as you found it – *or better!*
- Rental includes the main floor of the building only. **Nothing** in basement **or on the stage** is included in rental. The basement is occupied by the North Warren Day Care and is **strictly off limits.**
- Use your key to permanently unlock the front door from the inside by holding down the panic bar while turning the key. Make sure to lock the door back when you leave. **DO NOT PROP THE DOOR OPEN** unless you put the switch on the automatic door opener in the **OFF** or **OPEN** position. Propping open the door will damage the automatic door opener.
- Children must be supervised by adults at all times. Youth groups must have at least 2 adults supervising activities.
- Sneakers are required for all athletic events. No food or drink allowed on gym floor during athletic events.
- Please bring own supplies, such as paper towels, garbage bags, dish soap, etc. You may use the kitchen and refrigerator, but remember to take food when you leave.
- Please monitor restrooms. There is a restroom on the main floor and is accessed through the kitchen. The light switch in the kitchen also turns on/off the bathroom lights. Be sure restroom is clean and neat before you leave.

**BEFORE YOU LEAVE THE BUILDING, PLEASE:**

1. Be certain the kitchen and restroom are clean. Do not leave anything behind!
2. Replace outlet covers if you removed them for use.
3. Return clean tables and chairs to proper storage. They are stored in the room at the back of the gym.
4. Sweep gym floor, dispose of dirt with dust pan and shake dry mops out back door.
5. If floor is sticky, use water only to clean floor. PLEASE take care of our brand new floor.
6. Take your garbage bags with you.
7. Double check to see that all lights are off and doors are locked.
8. Please turn lights on and off at the wall switch, DO NOT tinker with the breaker boxes.
9. Reset the thermostat to the temperature it was when you arrived.

**FEES**

- Single Use (Day or Evening event) - \$75 deposit, \$75 rental fee (2 separate checks or cash please)
- Repeated Use – e.g. basketball games every Thursday night for a month - \$30 per use
- Check should be payable to: [NWPC Community House](#)

**PROCESS**

Make reservation through church office during church’s regular business hours or by e-mail. Please sign and return one copy of this form along with the \$75 rental fee. Leave \$75 deposit when picking up key during church’s regular business hours (unless previously submitted with this form). Fee will be deposited and deposit returned when key is returned and clean up checked and approved by the church committee.

Rental Date \_\_\_\_\_ Rental Times \_\_\_\_\_

Name/Organization \_\_\_\_\_

Event \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ I understand that I am responsible for any damages caused by my guests or me.

\_\_\_\_\_  
(Signature) \_\_\_\_\_ (Date)