

GUIDELINE FOR USE OF THE COMMUNITY HOUSE
NO SMOKING, ALCOHOL, OR DRUGS ON PREMISES!

Agreement Number _____

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

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.**
- 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.

THANK YOU FOR USING & TAKING CARE OF THE COMMUNITY HOUSE

FEES

- Single Use (Day or Evening event) - \$50 deposit, \$50 rental fee (2 separate checks or cash please)
- Repeated Use – e.g. basketball games every Thursday night for a month - \$20 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 rental fee. Leave \$50 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)

Notice to Renter: Please bring your copy of this form to the church when you pick up your key.

For North Warren Presbyterian Community House Office Use Only			
Rent			
Date Received		Check No.	
Received by		Disposition No.	
Key Deposit			
Date Received		Check No.	
Received by			
Key Issue			
Date Issued		Issued by:	
Issued to			
Key Return			
Date Returned		Returned by:	
Received by			