

THE REV. MARIE MEEKS
PASTOR

St. Paul's Lutheran Church

SUMMER HILL

1185 Summer Hill Road, Auburn, PA 17922 • (570) 754-7350 • WEBSITE: www.SummerHillLutheran.org

RULES AND REGULATIONS FOR THE USE OF THE ST. PAUL'S LUTHERAN CHURCH (SUMMER HILL) PAVILION

1.0 GENERAL RENTAL REGULATIONS

1.1 Anyone may rent St. Paul's Pavilion for private events, such as birthday or holiday parties, wedding receptions, reunions, meetings, etc. However, the activities of the events may not be in conflict with the basic spirit of Christian principles and conduct.

1.2 Pavilion rentals are scheduled on a first-come, first-served basis by calling the church office and are based on availability. (Church sponsored activities take priority over privately-sponsored events.)

1.3 A security deposit (See Sec. 4.1) is required **at the time of application**, approximately two weeks prior to the event. Copies of the *Rental Rules and Regulations* and the *Rental Application* forms are available in the church office, from the Pavilion Sexton, and on the church's website: <https://summerhilllutheran.org/>.

The suggested donation rental fee (See Sec. 4.2) is required **at the time of application**, approximately two weeks prior to the event.

All checks are payable to ***St. Paul's Lutheran Church*** and must be mailed to the Pavilion Sexton:

Cindy Brown
201 Fox Road
Schuylkill Haven, PA 17972.

1.4 While the Pavilion can fit 150 people comfortably, the maximum occupancy of the Pavilion is 175 people and cannot be violated.

1.5 Handicap parking is available on the west side of Pavilion.

1.6 Requests for special needs or requirements for an event must be made known to the church at the time of application and are subject to availability.

2.0 PROHIBITIONS FOR USE

2.1 No smoking inside or outside of Pavilion.

2.2 Any open fire. (Fire pit for use by church groups only.)

2.3 Parking anywhere except on the designated church parking lots, including the paved area surrounding the Pavilion. (The Pavilion driveway may be used for drop-off and pick-up of individuals, but not for event parking.) For exception reference 1.5 above.

2.4 Driving or parking on any grassy areas.

2.5 Only hanging decorations that can be supported by a paperclip and will not displace ceiling tiles will be permitted. No decorations are permitted that will damage walls, or any other part of the pavilion, inside or out. All decorations must be removed immediately after event.

3.0 RENTAL CONDITIONS

3.1 All Pavilion doors are to be kept closed at all times, however, screened windows may be opened as required. Window fans are available, if desired. Window air conditioning units may be brought and used on the day of the event.

3.2 At the close of the event, all windows are to be closed and locked, all lights turned off and all heating thermostats set back to 55 degrees.

3.3 The church must be immediately notified of any problems/damage, etc., concerning the Pavilion, either during or following the rental event.

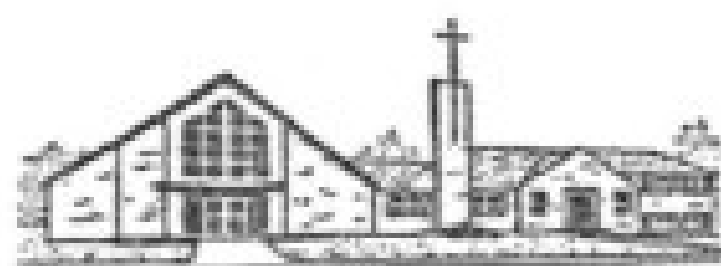
4.0 FEES

4.1 Security deposit fee - \$100.00. The security deposit will be returned after the event if all Rules and Regulations have been met. If clean-up, repairs, etc. are required, some or all of the security deposit may be retained.

4.2 Daily suggested donation rental fee - \$50 for members of St. Paul's Lutheran Church; \$75 for non-members.

5.0 LIABILITY

5.1 Lessee (renter) covenants and warrants to St. Paul's Lutheran Church that Lessee shall be responsible for the conduct and behavior of all persons whom the Lessee invites upon the Church premises and that all such persons must act in an orderly, responsible and safe manner. Lessee also agrees to be responsible for any damages incurred by the Lessee or invited guests, and further agrees to hold harmless St. Paul's Lutheran Church, its Officers and Members, in the event of mishaps, accidents or injuries occurring to Lessee and invited guests during the rental period.



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PAVILION RENTAL APPLICATION

DATE _____ PHONE (____) _____

RENTER'S NAME _____

DATE OF RENTAL _____

NUMBER OF PEOPLE ATTENDING FUNCTION _____

TIME PAVILION WILL NEED TO BE OPEN _____

I understand that I and my invited guests are obligated to abide by all the rules as outlined in the attached ***Rules and Regulations for the Use of the St. Paul's Lutheran Church Pavilion*** document.

I also understand and agree that I will pay all costs resulting from damage (or special clean-up), caused by myself or my guests to the Pavilion, its contents or environment, during the specified rental period.

I further understand that I am the Lessee (renter) in the following statements duplicated under the **Liability** section in the ***Rules and Regulations*** document:

Lessee covenants and warrants to St. Paul's Lutheran Church that Lessee shall be responsible for the conduct and behavior of all persons whom the Lessee invites upon the Church premises and that all such persons must act in an orderly, responsible and safe manner. Lessee also agrees to be responsible for any damages incurred by the Lessee or invited guests and further agrees to hold harmless St. Paul's Lutheran Church, its Officers and Members, in the event of mishaps, accidents, or injuries occurring to Lessee and invited guests during the rental period.

RENTER'S SIGNATURE _____

DATE _____

FOR CHURCH USE ONLY

Security Deposit: Check # _____ Date Received _____

Rental Donation Fee: Check # _____ Date Received _____

Deposit Returned: Check # _____ Date _____ Initials _____

Remarks: _____

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