

New Hope United Methodist Church

Church Building Use Policy

114 W. North Ave, Pgh, PA 15212 412-321-3380 email: newhope.pghparish@gmail.com

Space Reservations

Reservations are available for the sanctuary, fellowship hall, kitchen, nursery, and audio-visual equipment at New Hope United Methodist Church. If interested in using our facilities please email us at: newhope.pghparish@gmail.com or leave a message at our church office number, 412-321-3380.

If you are reserving a space for an event, our Facilities Manager will be available to set up your space, adjust air conditioning or heat, give you access to the building and to lock up after your event.

Please be aware that many of the side doors will automatically lock when you close them.

In addition, our Facilities Manager, for an additional fee to clean the space and return it to its initial set up if you wish. Please contact us directly for more information.

Any persons using the building will be responsible for the following:

- ◆ Any damage to the area rented
- ◆ Bagging garbage and depositing it in the dumpsters in the parking lot.
- ◆ Sweep floors.
- ◆ Wipe tables/chairs
- ◆ Return the space to its original set up prior to your event.
- ◆ Providing child care (if you are renting the nursery)
- ◆ Providing a certified Food Safety Manager or caterer (if you are renting the kitchen)
- ◆ Following the guideline for kitchen use
- ◆ Any missing parts or damage to the audio/visual equipment.
- ◆ Providing an approved person to operate the audio/visual equipment. The option of paying for a person to do this for you is available.

Decorations are permitted but we ask that you do the decorating and the “undecorating”. We also request that no glass bottles are used on the premises. Please be aware that other groups may simultaneously be renting other areas of the church. Please respect their right to gather in our church just as they will respect yours.

A security deposit of 20% of your rental will be collected and returned to you if things are left in order. New Hope UMC reserves the right to keep these funds if you do not abide by these rules.

A 25% deposit is due when making the reservation. Payment in full is required 5 days prior to event. There will be no refunds of the deposit should you cancel.

Space Lease

If you are a ministry or organization looking to lease office space or to rent a particular space on an ongoing weekly or monthly basis, please call or email us.

We offer office space of varying sizes in a secure building. Lease includes utilities and a parking space.

Thank you for your interest in using our building!