

Hall and Room Usage Agreement for Church Members

FORMS and FEES MUST BE TURNED IN AT LEAST 1 Month PRIOR TO EVENT

If request is later than 1 month notice, it will be considered if available.

Your reservation is not approved until forms and fees are received and confirmed.

All dates are at the discretion of, must be approved by, and can be changed by Church Administrator, Senior Pastor and Property Committee.

Name _____ Cell Phone: _____

Home Telephone _____ Email Address _____

Purpose for Use _____ Number of People: _____

Date Requested for Use: _____ Time: from _____ to _____

Include your set up and clean up time needed.

Building must be cleared by 9pm which is when building is locked.

Other arrangements must be approved and arranged.

Copies of these forms to church member, Church Administrator/file and Facility Caretaker.

The above-named individual or organization agrees to the following terms and conditions:

1) The suggested fees for using the church for personal or family events are listed below:

Fellowship Hall and Kitchen	\$60 Usage (Pay to "Union UCC")	\$25 Cleaning Fee ("Ron Kneller")
Memorial Hall	\$60 Usage (Pay to "Union UCC")	\$25 Cleaning Fee ("Ron Kneller")
Youth Room	\$60 Usage (Pay to "Union UCC")	\$25 Cleaning Fee ("Ron Kneller")
Grove	\$60 Usage (Pay to "Union UCC")	----

2) The Facility Caretaker will set up a room for basic lay outs. Details must be given to the Church Administrator at time of reservation, no later than 1 week before event.
If changes to the set up are made, tables and chairs must be lifted, and not dragged on floors.
If you need additional time for set up and clean up, that time should be included in the reservation.
It is your responsibility to return the room to the set-up that is pictured on the maps on the walls of the room, not your set up.

3) If light switches and fan switches are turned on, please remember to turn them off. Thermostats should not be changed.

4) If additional rooms are needed that request must be approved. All activities shall be limited to the area which is reserved. Persons shall not roam beyond those areas. Children must be supervised. Just because another room is not being used by someone else, does not mean it is available for you to use.

5) When decorating, use only blue painter's tape to hang items. You will be charged for damage done to walls.

6) When children under age 18 are in attendance, sufficient adult supervision must be present.

7) No alcoholic beverages or smoking on church property.

8) The Church Cemetery is off limits for any activity.

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- 9) Food and beverage shall be confined to the rooms being reserved.
- 10) When cleaning up, please remove all signs and/or decorations. If needed, there is a mop, bucket, broom, dust pan and brush in the basement kitchen.
- 11) Turn off all lights when leaving (including bathrooms) and make sure that all toilets are flushed.
- 12) If you open windows, please close and lock them.
- 13) Please leave the room/s as clean as you found them.
 - Wipe down tables with soap and water.
 - In the kitchen, wipe out the microwave and wash and put away any dishes used.
 - Dishtowels should be taken home and washed and returned.
 - Take home or throw out all food and drinks used. Do not leave items in our refrigerators.
 - Dry mop/sweep floor, make sure all garbage is removed.
 - Take all garbage outside to the dumpster (South Side, near shed.) Recyclables should be placed in large recycling container in stairwell in center of building (near elevator). Place a new garbage bag in containers. They will be underneath the current bag.
- 14) The maximum capacity of the Fellowship Hall and Memorial Hall is 225 people. This limit shall not be exceeded under any circumstances.
- 15) Grove:
 - Outdoor bathrooms are kept tidy, but additional cleaning may be needed by you.
 - Garbage in all barrels should be taken to dumpster. New bags can be found in the food stand and should be placed in barrels.
 - Picnic tables and food stand counters/appliances should be wiped clean.
 - All food and drinks should be taken home or thrown away.
 - You will need to arrange to pick up a key for the food stand with the Church Administrator and are expected to arrange to return the key promptly.
 - All lights should be turned off (those to be left on are marked).
 - Food stand should be closed and locked.
 - Usage is rain or shine. Moving inside to the church building should not be assumed and must be approved.
 - For questions or to see the grove ahead of time, call Phil Wehr at 610- 767-3657.
- 16) The building and grounds are to be kept in good order and the organization/individual is responsible for the cost of repairing or replacing damage to the facility due to their use. Please report any problems and damages to the church office.

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Emergency contact:

Do not hesitate to call the fire department or police if necessary.

Phil Wehr, Property Committee 610-767-3657 Cell 484-788-1756

Ron Kneller, Facility Caretaker 610-657-6587

Rev. Kris Snyder-Samuels, Pastor 610-657-6007

Barbara Carinci, Church Administrator Church Office 610-767-6961

Individual/Organization (if applicable)

Signature

Date

Fees received? Y or N

Amount \$ _____

Date Rec'd _____ Received by _____

Approved by Church Administrator, Pastor and Property Chair

Date _____

Confirmed to Church Member

Date _____

Union United Church of Christ has a Safe Church policy that ensures that children are adequately supervised and kept safe from harm while on church property. It is our expectation that you will be vigilant about protecting any and all children within your care from any physical injury or predatory behaviors while using our facilities.