

Hall and Room Usage Agreement for Church Members

FORMS and DONATIONS 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 donations 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 donation for using the church for personal or family events are listed below:

Fellowship Hall and Kitchen	\$60 Usage (To "Union UCC")	\$25 Cleaning ("Ori Handwerk")
Memorial Hall	\$60 Usage (To "Union UCC")	\$25 Cleaning ("Ori Handwerk")
Youth Room	\$60 Usage (To "Union UCC")	\$25 Cleaning ("Ori Handwerk")
Grove	\$60 Usage (To "Union UCC")	----

*Non Member

\$100 Usage (To "Union UCC")

Only considered on a case by case basis, not an ongoing practice, at the discretion of the Senior Pastor, Office Staff, and Property Chair.

1. Church groups and related church activities receive first priority in our schedule.
You will be contacted as soon as possible with a cancellation or conflict from the church.
2. Each group must use only the room or facility that has been assigned. Any sudden unexpected change of rooms or space may cause conflicts with other groups and problems for our staff and volunteers. You will lose your space in our calendar if you use rooms that were not approved.
3. If your group is cancelling their meeting for the week for any reason, we ask that you notify the church office, so we know who will be in the building and we can notify the lockup person of changes in the schedule. You can email Sarah at administrator@unionucc.org or call 610-767-6961.
4. All lights, fans, ovens, and equipment must be checked and turned off before leaving. Windows should be closed and locked.
5. All sinks, kitchen equipment and utensils should be properly cleaned and returned to original status.
6. All scraps and garbage should be disposed of in garbage cans. Group supplies should be cleared. Recyclables should be placed in large recycling container in stairwell in center of building (near elevator).
7. No tape or hanging hooks on walls, except for blue painters tape.

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8. Furniture, chairs, and tables should be returned to the way they were found.
9. No alcohol or smoking on church property.
10. Children should be properly supervised and remain within your assigned areas.
11. The cemetery is off limits for any activity.
12. 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 or janitor closet.
13. 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.

The maximum capacity of the Fellowship Hall and Memorial Hall is 225 people. This limit shall not be exceeded under any circumstances.

Grove:

Countertops, floors, picnic tables, outdoor bathrooms are kept tidy by our staff and volunteers, 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).

Hot water heater and stoves to be turned off.

When decorating, use only blue painter's tape to hang items.

You will be charged for damage done to the interior or exterior of any of the grove buildings.

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.

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

Ori Handwerk 610-417-3495

Rev. Kris Snyder, Pastor 610-657-6007

Sarah Stoll, Church Administrator Church Office 610-767-6961

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Individual/Organization (if applicable)

Signature

Date

Donation 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.