



Christ's Evangelical Lutheran Church

700 E. Pennsylvania Ave, Oreland, PA 19075

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FACILITIES POLICIES

POLICY

The facilities of Christ's Lutheran Church, Oreland are available for use by members and non-members subject to this policy and certain requirements. They have been designed to coordinate building use, and to insure the maintenance and stewardship of the building and grounds. Each applicant should read this complete information packet prior to reserving space, in addition to submitting:

1. An Application for the use of building space.
2. A Security deposit as may be requested.
3. Provide proof of liability insurance in the form of a certificate of insurance from your insurance provider, following approval of request.

APPLICATION PROCEDURE

1. Request for facility reservation is done through the Church Office. Once approval is received, the contact person for the organization will need to pick up a key from the Church office by prior arrangement.
2. A Security Deposit may be required prior to the event. The deposit will be returned after the key is returned and the reserved area is returned to its original state. Any damage to the facilities sustained during the event will be repaired, replaced or cleaned and the cost deducted from the Security Deposit. If the key is lost, user may be assessed cost of re-keying that area. Applicant will be responsible for damages in excess of the deposit.
3. Donations for the use of the facilities must be paid two weeks prior to the event as defined by the donation schedule. Waiver of donation can be requested in writing. This waiver must be submitted no less than 30 days prior to the event for review by Council.
4. Where possible, Christ's Evangelical Lutheran Church offers the use of its facilities to non-church related groups as an outreach to the community. Depending on the nature of the event and as a service to the community certain groups may be given access to the building. A Meeting Room, Sanctuary, or Parish Hall may be reserved by a non-profit, educational, civic or cultural organization which is open to the public does not charge an admission fee
5. If a non-profit organization collects a fee, tuition, dues or any other form of charge to the event or session, a donation cost will be required for the desired space.

USER INFORMATION AND REGULATIONS

1. At no time shall fire or emergency exit doors, street access into parking lot, travel lanes within the parking lot be blocked. No exterior door shall be left propped open.
2. The audio visual and sound equipment will not be moved or modified in any way. The sound board in the sanctuary may only be operated by a trained member of the audio/visual team. (shall require an honorarium).
3. Set up/Clean up - Tables and chairs are available but the applicant must set up the tables and chairs. After the meeting is over it is the responsibility of the applicant to return the tables and chairs to their racks and the room to the condition in which it was found. If the applicant wishes to have tables and chairs set up by the church, an honorarium will be required. Before leaving the building the applicant is responsible for turning off the lights and locking the outside door. Trash shall be removed and placed in the dumpster and the trash bag replaced. Rooms are to be cleaned up (cleaning equipment and supplies may be found in the janitors closet located on the lower & upper floors between the men's and ladies restrooms); furniture is returned to its original scheme; coffee pots and other appliances are disconnected; windows are closed and locked; In general, rooms are left in the same or better condition.
4. The Church and its buildings are smoke-free facilities. It is the responsibility of the group leader to enforce the no-smoking policy.
5. No alcoholic beverages are permitted in the building or on the grounds.
6. No advertisements, flyers, or the like will be allowed inside or outside the Church without the approval of the church office.
7. The Applicant will be liable for damage to Church property.
8. Non-member weddings and funerals: all services or ceremonies must be under the direction of the Pastoral staff and in accordance with all current Church protocol and procedures.
9. Organizations are allowed to use only the reserved areas. If the Organization wishes additional space, it must be requested at the time of application.
10. Children and youth from your group must be supervised at all times. Specifically, they are not to run throughout the building; there is no water-play in the restrooms or hallways; and pre-school classrooms are off limits. Any damage to the building or equipment must be reported to the Church Office and will be the responsibility of the applicant.
11. Furniture, equipment, kitchen supplies, or other church property may not be removed from the premises.
12. Requests for permission to use Church facilities will be honored on a first-come first-serve basis. Facility use and reservations may require rescheduling an organization's meeting time or place due to funerals or other unanticipated events. When possible, we will make every effort to find an alternative location within the Church property.

In case of an emergency at the Church, one of the following people may be contacted:

Pete Carr, Custodian	Cell-215-740-8546
Jerry Beil, Council President	Cell-267-307-6143
George Vermeire, Property committee	Cell-215-680-8303
Ed Suloff, Property committee	Cell-215-802-7814
Paul Engstrom, Council VP	Cell-215-435-9570
Bill Vanderslice, Pastor	Cell-215-534-2845

Emergency local telephone calls may be made from phones located at either end of the lower level hallway. On the upper level, a phone is located above the water fountain in the education wing hallway.

SANCTUARY

1. The sanctuary will only be used for an event or activity that is in keeping with the sanctity of our worship space.
2. Church Council approval will be required for any event, which wishes to alter the configuration of the sanctuary in any way.
3. Any performance organization must submit their yearly or seasonal schedule for approval from Church Council. This should be part of the annual submission of application for use of facility.
4. Events will not be scheduled in the sanctuary after 5:00 pm on Saturday without the express approval of Church Council. Additional honorariums may be charged to compensate the Church and its employees for additional work preparing the Sanctuary for Sunday morning services.

KITCHEN

1. All leftover food must be removed from the kitchen. Approved exceptions through the church office must be clearly labeled with the organization's name, date and purpose of its use.
2. Use of kitchen equipment must be requested in advance.
3. All equipment, dishes, and utensils that have been used must be washed, dried and returned to their original location. All supplies should be returned to their original location.
4. Cleaning supplies for spills are provided in the marked closet (to the left of the sinks).

APPLICATION FOR USE OF CHRIST'S LUTHERAN CHURCH BUILDING

1. Today's Date: _____ Date of Event: _____

2. Start Time: _____ End Time: _____ Estimated Attendances: _____

3. Event Type: _____

4. Organization or Individual Requesting: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Contact Phone # _____

5. If organization, please list the person responsible for the organization

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Contact Phone # _____

6. Room requested Amount

____ Meeting Room \$35 Member \$50 Non Member  _____

____ Parish Hall \$150 Member \$250 Non Member _____

Do you require set-up / moving table and chairs? ____ yes ____ no

____ Custodian Honorarium (*call the church office for specifics*) _____

____ Kitchen (*Cooking*) \$75 Member \$100 Non Member _____

____ Sanctuary \$250 for concert or program _____

___ Rehearsal for concert or program..... \$75 _____

___ Weekly Rehearsal (*contact office*)..... \$75 / rehearsal _____

___ Custodian Honorarium (*Required*)..... \$100 _____

Other: _____

Other: _____

Other (*contact office*) _____

____ Custodian Honorarium (when required by office) _____

Total Facility Donation for Event to offset building costs _____

7. Security Deposit (if requested by office) \$500

If applicable, a security deposit may be required for all events. The security deposit, facility donations and honorariums are due with the application (if applicable) no less than two weeks prior to the event or the event will be cancelled.) You may arrive no earlier than One Hour prior to the official start time for set-up and preparation. A current certificate of insurance naming Christ's Lutheran Church as "Additional Insured" in the amount of \$1 million to cover the dates of use will be required upon approval of building use.

I understand that I am responsible for any damage that occurs as a result of my use of the facility and will be responsible for any repairs or loss incurred.

User Signature: _____ Date: _____

Save the document with the file name as organization, today's date, and email this form to the church office.