

Facilities Fee Schedule / Facility Usage Agreement

Hope Lutheran Church

4131 Lehigh Drive Cherryville, PA 18035 610-767-7203

Sanctuary _____ Kuntz Hall _____ Hanson Hall _____ Classroom _____ Outside Pavilion _____

Please check all that apply

Requested reservation date: _____ Approximate # people _____

No reservations will be accepted prior to 6 months from the date of the event. Effective 01/01/2016 use of the facilities for fund-raising activities will be restricted to Hope Lutheran Church groups and church-related groups.

Purpose for use: _____ # tables _____ # chairs _____

Time of usage (please include set-up and take-down) from _____ to _____

Reservations for (check one): **Please note - priority will be given to church activities. Sunday non-religious rentals will not be scheduled before 1:00pm, including set-up and clean-up time. Kuntz Hall, the kitchen and Hanson Hall are not available on a Sunday morning until after 1:00 PM.**

1. Hope Lutheran Church Group _____ Name of Church group _____
Name of Individual in charge _____ Phone / Cell # _____

2. Individual / Outside Group _____ Name of person making reservation _____
Member ___ Non-member ___ Outside Group Name _____
Address _____ Phone / Cell # _____

The above individuals of individuals/organizations agree to the following conditions and fees.

Church Sanctuary Weddings

	Members	Non-members
Church	_____ No charge	_____ \$500.00
Officiating Pastor	_____ At couple's discretion	_____ \$300.00
Organist	_____ \$175.00	_____ \$225.00
Sexton	_____ \$ 75.00	_____ \$100.00
Pew Candles	_____ \$ 30.00	_____ \$ 50.00

Kuntz Fellowship Hall

(non-religious activities)	_____ \$175.00(max 8 hrs)	_____ \$300.00(max 8 hrs)
	_____ \$100.00(max 4 hrs)	_____ \$150.00(max 4 hrs)

Hanson Fellowship Hall

<i>No kitchen facilities available</i>	_____ \$100.00(max 8 hrs)	_____ \$150.00(max 8 hrs)
(non-religious activities)	_____ \$ 75.00(max 4 hrs)	_____ \$100.00(max 4 hrs)

Classroom Rental

(non-religious activities)	_____ \$ 25.00(max 4 hrs)	_____ \$ 75.00(max 4 hrs)
----------------------------	---------------------------	---------------------------

Outside Pavilion

(non-religious activities)	_____ \$ 50.00 (day)	_____ \$ 75.00 (day)
----------------------------	----------------------	----------------------

Deposit

- ❖ A deposit of \$75.00 is required to reserve the rental date. (Note: this fee is **in addition** to the rental fee.) Upon clean-up and inspection of the facilities the \$75.00 deposit check will be returned to the renter. Full rental fee is due one week before the rental date. **If the renter is a member of Hope Lutheran Church and is not present during the function, the deposit will not be returned and the non-member fee will apply.** (There is a vacuum in the Kuntz Hall Kitchen closet).

Terms and Conditions for the use of Hope Lutheran Church's Fellowship Halls and Classrooms

- ❖ The church member renting the social hall **must be present** at the function or the rental deposit will not be returned and the non-member fee will be charged for the use of the facilities.
- ❖ Maximum capacity of Kuntz Hall is 160 people. Maximum capacity of Hanson Hall is 50 people. This limit is not to be exceeded.
- ❖ When children under the age of 18 are in attendance there must be adult supervision.
- ❖ Absolutely NO smoking and NO chewing gum in the church building.
- ❖ Confine all activity to the reserved area. Food and beverages will be confined to the social halls.
- ❖ No running or playing in the hallways, narthex, nave or the church.
- ❖ All heating and food preparation is to take place **inside** the kitchen of Kuntz Hall/Hanson Hall.
- ❖ You must supply your own paper products (cups, plates, napkins, plastic utensils, tablecloths, etc.) Use of church dishes, utensils, etc. is prohibited.
- ❖ The dishwasher may not be used.
- ❖ If you are using a caterer, the caterer must provide a Certificate of Insurance to the office one week prior to the scheduled event.
- ❖ NO alcoholic beverages are allowed on church property under any circumstances.
- ❖ The burning of candles is prohibited.
- ❖ Music encouraging or suggesting violence, sex and/or offensive behavior is prohibited.
- ❖ "Smoke machines" may not be used.
- ❖ Do NOT fasten anything into the walls or the woodwork or hang anything from the ceilings. No tape, nails, push pins, thumbtacks or "sticky" stuff, etc. Thank you for your cooperation!
- ❖ Remove all decorations and personal property after the event. The church is not responsible for lost or missing property.
- ❖ Do not sit / stand on table or stand on chairs.
- ❖ Tables and chairs must be lifted if being moved – please do not drag them across the floors.
- ❖ Any spills should be cleaned up immediately. If the spill is significant, there may be an additional charge to clean the carpet.
- ❖ No food may be left in the refrigerators or freezers.
- ❖ Facilities **MUST** be left in the condition they were found. Kitchen counters must be cleaned and equipment put away. Rugs are to be vacuumed. (There is a vacuum in Kuntz Hall kitchen closet)
- ❖ Trash should be collected and deposited in the outdoor trash containers.
- ❖ Be certain all windows are closed before leaving the building.
- ❖ Report all equipment malfunctions or other issues to the church office as soon as possible. Responsible parties are liable for any damages. The church phone # is 610-767-7203.
- ❖ **All building usage and fees are under the discretion of Hope Lutheran Church congregation council which retains the right to approve or altar this form.**

I have read and understand the above.

Signature

Date

Approved

Date

Date Agreement received in church office

Deposit Returned – Date

Terms and Conditions for the use of Hope Lutheran Church's Fellowship Halls and Classrooms

- ❖ The church member renting the social hall **must be present** at the function or the rental deposit will not be returned and the non-member fee will be charged for the use of the facilities.
- ❖ Maximum capacity of Kuntz Hall is 160 people. Maximum capacity of Hanson Hall is 50 people. This limit is not to be exceeded.
- ❖ When children under the age of 18 are in attendance there must be adult supervision.
- ❖ Absolutely NO smoking and NO chewing gum in the church building.
- ❖ Confine all activity to the reserved area. Food and beverages will be confined to the social halls.
- ❖ No running or playing in the hallways, narthex, nave or the church.
- ❖ All heating and food preparation is to take place **inside** the kitchen of Kuntz Hall/Hanson Hall.
- ❖ You must supply your own paper products (cups, plates, napkins, plastic utensils, tablecloths, etc.) Use of church dishes, utensils, etc. is prohibited.
- ❖ The dishwasher may not be used.
- ❖ If you are using a caterer, the caterer must provide a Certificate of Insurance to the office one week prior to the scheduled event.
- ❖ NO alcoholic beverages are allowed on church property under any circumstances.
- ❖ The burning of candles is prohibited.
- ❖ Music encouraging or suggesting violence, sex and/or offensive behavior is prohibited.
- ❖ "Smoke machines" may not be used.
- ❖ Do NOT fasten anything into the walls or the woodwork or hang anything from the ceilings. No tape, nails, push pins, thumbtacks or "sticky" stuff, etc. Thank you for your cooperation!
- ❖ Remove all decorations and personal property after the event. The church is not responsible for lost or missing property.
- ❖ Do not sit / stand on table or stand on chairs.
- ❖ Tables and chairs must be lifted if being moved – please do not drag them across the floors.
- ❖ Any spills should be cleaned up immediately. If the spill is significant, there may be an additional charge to clean the carpet.
- ❖ No food may be left in the refrigerators or freezers.
- ❖ Facilities **MUST** be left in the condition they were found. Kitchen counters must be cleaned and equipment put away. Rugs are to be vacuumed. (There is a vacuum in Kuntz Hall kitchen closet)
- ❖ Trash should be collected and deposited in the outdoor trash containers.
- ❖ Be certain all windows are closed before leaving the building.
- ❖ Report all equipment malfunctions or other issues to the church office as soon as possible. Responsible parties are liable for any damages. The church phone # is 610-767-7203.
- ❖ **All building usage and fees are under the discretion of Hope Lutheran Church congregation council which retains the right to approve or alter this form.**