

**WYOMISSING CHURCH OF THE BRETHREN**

2200 State Hill Road  
Wyomissing, Pennsylvania  
610-374-8451

***Application for Use of Church Facilities  
for Community Events and Programs***

**ATTENTION: WITNESS MINISTRY TEAM**

- 1. Organization/Person making request \_\_\_\_\_
- Approximate number of people attending \_\_\_\_\_
- Purpose of request \_\_\_\_\_
- Phone number(s) of contact person \_\_\_\_\_
- Mailing address of contact person \_\_\_\_\_
- Email address of contact person \_\_\_\_\_

2. Facility requested:

- |                 |       |             |       |
|-----------------|-------|-------------|-------|
| Fellowship Hall | _____ | Sanctuary   | _____ |
| Kitchen         | _____ | Room 3      | _____ |
| Room 4/5        | _____ | Grounds     | _____ |
| Room 7/8        | _____ | Parking Lot | _____ |

3. Date(s) and time(s) requested \_\_\_\_\_  
**(including set-up and clean-up times)**

- 4. There is a \$125.00 security deposit required at time of application for use of our facility. This will be returned if property is left clean and equipment is properly put away. You are financially responsible for any damage of any kind to the property. Payment for damaged property will be made within 14 days after the event. If you should cancel your facility usage date, the \$125.00 is non-refundable. (Please make check payable to Wyomissing Church of the Brethren)
- 5. Custodial services (does not include set-up/tear-down) are available for a minimum of \$75.00 for each event/program/meeting and must be paid by Contact Person at the time of application. (Please make check payable to Darlene Dunn)
- 6. If the Sound System is to be used, we require the services of a Wyomissing Church of the Brethren **trained** Sound System Operator. These services require \$100.00 fee, made payable to Operator, for each event up to 2 hours and additional \$50.00/hour at time of application.

Renewal of this application will need to be made annually to update contact person information. Certificates of Insurance, if available, naming Wyomissing Church of the Brethren as additional insured are to be provided annually.

I HAVE READ THE ATTACHED AGREEMENT AND SUGGESTION OF DONATIONS AND WILL INCORPORATE THEM WITH THE GOVERNING RULES OF MY ORGANIZATION.

**YOUR DONATION MUST BE PAID ONE WEEK PRIOR TO YOUR EVENT(S).**

**PLEASE INITIAL**

**If not paid one week prior to your event you will forfeit your security deposit.**

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date

**FOR CHURCH USE ONLY:**

1. Church approval \_\_\_\_\_ disapproval \_\_\_\_\_ Date \_\_\_\_\_

2. Certificate of Insurance received \_\_\_\_\_  
(Date)

3. Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Applicant Advised \_\_\_\_\_ Date \_\_\_\_\_

5. Custodian Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Amount paid \$ \_\_\_\_\_  
Check # \_\_\_\_\_  
Paid by \_\_\_\_\_  
Date received \_\_\_\_\_  
Received by \_\_\_\_\_

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***Agreement for Use of Church Facilities  
for Community Groups and Programs***

1. You are responsible for members of your group remaining in the room(s) designated for your use. You, or a responsible person designated on your behalf, must be with your group at all times supervising their activities.
2. Every child must have adult supervision or be provided child-care.
3. All facilities should be returned to their original condition. All organizations using the facilities of the Wyomissing Church of the Brethren will be held responsible for seeing that at the conclusion of the program or meeting all the doors are closed and securely locked, even if other groups are still in the building. Hallway and foyer lights are to be turned off. If you have any questions, please contact a church member on the attached contact list.
4. Fellowship Hall is not built as a gym. Please restrict level of power playing.
5. PLEASE do not open windows in ROOMS. The screens are not set up for windows to be opened. Our facility is a climate controlled building and you will be instructed on use of air conditioning and/or heating.
6. It is of the utmost importance that all areas used, including the foyer and restrooms, be satisfactorily cleaned by the group using it or a Custodial fee will be charged.
7. All chairs, tables, etc. are to be returned to storage or original position.
8. Everyone using the kitchen is expected to replace all items in original location and clean the kitchen area, including the floor, appropriately.
9. Under no circumstances will trash, unused soda, food cartons, food items, chewing gum, glitter, confetti, etc. left on floors, tables, counter tops, chairs, etc., be permitted. **CLEANING YOUR GROUP'S AREA FOLLOWING YOUR ACTIVITY IS YOUR GROUP'S RESPONSIBILITY OR YOU WILL FORFEIT YOUR SECURITY DEPOSIT, and your contract will be terminated.**
10. Since the rest rooms are used sometime throughout the group's stay, they must be checked and restored to acceptable condition. This includes the drying of sink tops, proper disposal of paper towels, and flushing of toilets.  
**PLEASE BE SURE WATER HAS STOPPED RUNNING BEFORE YOU LEAVE.**  
(see conditions from #6)
11. **Absolutely NO SMOKING. NO DRUGS. NO OPEN FLAME PERMITTED AT ANY TIME INSIDE THE CHURCH BUILDING OR ON CHURCH PROPERTY.**
12. **Alcoholic beverages, gambling, and illegal substances are prohibited on church property.**
13. Damages to church property will be paid by your group or organization within 14 days of the damage occurring and if you have an annual contract, it will be terminated.

(continued)

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14. Violation of our rules will forfeit your security deposit.
15. Appoint one member of your group to be responsible for seeing that the above guidelines are followed without exception.
16. Please do not leave the Fellowship Hall exterior doors propped open after you have brought your supplies, decorations, etc. inside. Your guests/clients/participants may use the main entrance with the inside door propped wide open. After all your guests/clients/participants have arrived, you **MUST** close the inside foyer door for security and climate control purposes.
17. In event of a problem, there is a contact list attached to this application AND a list can be found on the bulletin board outside of Fellowship Hall for person to call.

We would appreciate your cooperation in abiding by this agreement in order that everyone may continue to use the space at Wyomissing Church of the Brethren.

If you have any questions concerning any of the above and whenever the contact person for your group is changed, please be sure to call the Church Office at 610-374-8451.

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***Below are Suggested Donations:***

|                  |  |
|------------------|--|
| Classrooms:      | \$30.00 for 4 hours. <i>(Additional hour \$25.00)</i>  |
| Sanctuary:       | \$150.00 for 4 hours. <i>(Additional hour \$30.00)</i>   |
| Fellowship Hall: | \$150.00 for 4 hours/each event <i>(Additional hour \$30.00)</i><br>Sport/Health Groups = \$45.00 per hour   |
| Kitchen:         | \$150.00 for 4 hours when using our appliances.<br>\$60.00 for each event when using only countertop and/or refrigerator. <i>(Additional hour \$30.00)</i> |

**When scheduling your hours, please include set-up and clean-up time.**

**CLEAN UP REQUIRED:** Custodial Services are available  
(\$75.00 per event does not include set up/tear down).  
*(Please call ahead to the Church Office to schedule this service, if you desire.)*

Your donations will help to provide a safe and secure facility  
for the ongoing availability of this facility.

***No Community Groups or Organizations***  
will be refused solely due to inability to pay any or all of these suggested donations.

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*Exiting Church Check List*

We, the members of Wyomissing Church of the Brethren, are happy to have your group use our facilities.

For your convenience, we provide this **check list for your use in closing up** the church building after your meeting.

- \_\_\_\_\_ 1. Turn off Hallway, Foyer, and Fellowship Hall lights.
  
- \_\_\_\_\_ 2. Check all restrooms to insure all toilets are flushed and there is no running water.
  
- \_\_\_\_\_ 3. Rooms, Chairs and Tables returned as found.
  
- \_\_\_\_\_ 4. Place all trash in the trash cans located in kitchen/shed outside of kitchen door. (Recyclables placed in green can).
  
- \_\_\_\_\_ 5. Assure all outside doors of the Church are properly closed, and inside foyer doors are securely locked.  
If you have any questions, please refer to the contact list attached to this application.

**Thank you for your co-operation** in providing a safe and secure facility for your future use.

-- WITNESS MINISTRY TEAM and STEWARDSHIP TEAM

**Important information  
for Groups  
using our church facility.**

**Emergency contact information:**

Mark Henderson (610-582-3425)

Don Solinger (610-944-0269)

Barbie Kuhns (610-914-5767)

Dan Biss (610-678-4768)

Glenn Pfautz (610-678-1994)