

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 \$100.00 deposit required at time of application for use of our facility. This will be returned if property found presentable. You are financially responsible for any permanent damage to the property. (Please make check payable to Wyomissing Church of the Brethren)
5. Custodial services (does not include set-up/tear-down) a minimum of \$100.00 deposit at 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 IS DUE ONE WEEK PRIOR TO YOUR EVENT(S).

PLEASE INITIAL

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.
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 the doors are closed and secured, even if other groups are still in the building. Hallway and foyer lights are to be turned off.
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, confetti, etc. left on floors, tables, counter tops, chairs, etc., be considered acceptable.
CLEANING YOUR GROUP'S AREA FOLLOWING YOUR ACTIVITY IS YOUR GROUP'S RESPONSIBILITY OR YOU WILL BE CHARGED THE ABOVE FEE, or 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. If any smoking is done outside, you are responsible for proper disposal.
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 and the contract will be terminated. A new application can be reviewed by the Leadership Team and Witness Ministry Team.

(continued)

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, it is suggested you close the inside door.

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.

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> Sport/Health Groups = \$45.00 per hour
Kitchen:	\$150.00 for 4 hours when using our appliances. \$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
(\$100.00 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.

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

-- WITNESS MINISTRY TEAM