

UNITED FELLOWSHIP LUTHERAN CHURCH
2115 Washington Boulevard, Easton, PA 18042
office.unitedfellowship@rcn.com
unitedfellowshiplutheran.org
610-258-0081

APPLICATION FOR USE OF CHURCH PROPERTY

For Community Use

(includes member use on behalf of community group or extended family)

Please return signed copy to church office with payment.

Name of Applicant: _____

Name of Organization/Group: _____

Address: _____

Phone (daytime): _____ Phone (evening): _____

Requested Date(s): _____ Start Time: _____ End Time: _____

Attendance Expected: Adults____ Teenagers____ Children (Ages 0-12) _____

**BUILDING MUST BE
VACATED BY 10 P.M.**

Purpose for which facility will be used: _____

Area of church and/or property to be used: _____

(Lounge & Kitchen (max 25 people), Fellowship Hall, Fellowship Hall Kitchen)

USAGE FEES*:

Fellowship Hall:	1 to 50 people	\$150
	51 to 100 people	\$225
	101 to 175 people	\$300

Lounge & Kitchen:	1 to 25 people	\$100
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Custodial: \$50 (applies to all rentals)

Rental fees are for a period of four (4) hours per event, including set-up and clean-up, according to the times requested on this application. Additional time is \$50 per hour. **The applicant must bag garbage and take it with them when they leave.*

RULES AND REGULATIONS GOVERNING USE OF UNITED FELLOWSHIP LUTHERAN CHURCH FACILITIES

1. All persons or organizations requesting use of United Fellowship Lutheran Church facility must complete a Permission for Use of Church Property form. All applications for use of facilities are subject to approval by the Property Committee Chairperson or President of Church Council.
2. A refundable deposit of \$50 (for the Lounge) or \$150 (for the Fellowship Hall) in a separate check is required. The church facilities are to be left in proper order, lights out and doors locked when finished. Trash must be bagged and taken with you. Applicant is responsible for clean-up of all areas used (including kitchen, equipment and bathrooms). If clean-up is not acceptable or equipment is not returned to proper storage, a \$25 per hour fee to restore order will be withheld from the security deposit.
3. Authorization to use the facility is granted for legitimate purposes as stated in the application and applicants shall assume full responsibility for any unlawful act committed by participants while on the UFLC property. The organization and applicant assume responsibility for orderly and careful use of facilities.
4. **The Applicant shall be present before the activity is due to start and remain with the group until all have left.**
5. **The applicant is held responsible for supervision and preservation of order. Sufficient adult supervision must be provided. One adult per six children is required.**
6. If a change in leadership or sponsorship occurs, this must be brought to the attention of the church, prior to the start of the event.
7. Report any cancellations to the church office no later than 3 days prior to the scheduled event, excluding weather considerations. "No shows" or cancellations within 48 hours of the event (excluding weather) forfeit all payments.
8. Special permission must be obtained for decorating, installing scenery, moving furniture (excluding tables and chairs), etc. Pianos **may not** be moved.
9. Organizations wishing to bring hazardous, flammable, unusual equipment, material, devices, and/or animals into facilities must first receive permission.
10. At no time shall the applicant's property be stored in the facilities or on UFLC property.
11. Anything left behind after an event held in the Kitchen, Fellowship Hall, or any other areas of the church will be discarded after one week.
12. No alcoholic beverages are permitted in the building or on the premises, with the exception of one toast at weddings. No smoking or any controlled substances are permitted in the building or on the premises.
13. UFLC is designated as a totally SMOKE FREE facility, which includes the building, parking lot, exterior grounds, and sidewalks.
14. The activity shall not extend beyond the hours approved in the request. The building must be vacated by 10:00 p.m.
15. Activities are limited to the rooms originally requested on the application and the nearest restrooms.
16. **The Fellowship Hall kitchen is not to be used without authorization.**
17. Any damage to property, rooms, or building will be repaired or replaced at the discretion of the church council and at the cost to the person/organization or group responsible.
18. No UFLC property or equipment is to be altered or removed from the premises.
19. If UFLC dish towels and cloths are used, they must be draped over the sink to dry.
20. No activities will occur during Holy week and/or while the congregation is worshiping, including Sundays, Lent, and other special services.
21. UFLC reserves the right to amend, change, or cancel any of the rules and regulations herein set forth at any time and without prior notice. If UFLC changes result in event cancellation, UFLC will guarantee the refund of all payments.
22. Authorized church representatives shall have full and free access to premises at all times.

- 23. UFLC or its staff are not responsible for personal injuries, and/or for lost or stolen articles.
- 24. If it snows, the church cannot be responsible to see that the driveways and parking lots are plowed open.
- 25. UFLC reserves the right to cancel an event at any time due to inclement weather or other unpredictable or unforeseeable conditions, all payments refunded.
- 26. This agreement is revocable at any time by UFLC, all payments refunded.

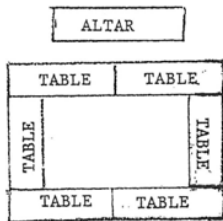
LOCK UP CHECKLIST

FELLOWSHIP HALL USAGE

- Return facility to the way you found it. See the diagram below. (Cleaning tools and supplies can be found in the kitchen closet)
- Stack chairs on carts (not against walls)
- Stack tables to sides of the fellowship hall. (top to top, bottom to bottom)
- Leave 6 tables and 24 chairs in standard set up. (see drawing below)
- Flush toilets, if necessary.
- Place trash in plastic bags and take with you.
- Turn off interior and exterior lights.
- Set alarms. (if appropriate)
- Rope must be placed across the kitchen door.
- Lock doors.

LOUNGE USAGE

- Return facility to the way you found it. (Cleaning tools and supplies can be found in the kitchen closet)
- Flush toilets, if necessary.
- Place trash in plastic bags and take with you.
- Turn off interior and exterior lights.
- Set alarms. (if appropriate)
- Rope **must** be placed across the top of the steps.
- Lock doors.



PLACE 24 CHAIRS AROUND
OUTSIDE OF TABLES

PARTITION

PARTITION

PARTITION

PARTITION



EMERGENCY NUMBERS:

CHARLIE WACIK – PROPERTY – 484.903.6696

FRANK HARTMAN - PROPERTY CHAIR - 610.739.1534

SHEILA ITTERLY - ADMINISTRATIVE ASSISTANT - 484-903-2289

****IF THE ALARM GOES OFF WHILE YOU ARE USING THE FACILITIES, CONTACT ONE OF THE ABOVE PERSONS IMMEDIATELY.**