

Facility Usage Agreement

Great Room in Christian Education Building

Friedens Church, Shartlesville

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P.O. Box 366 Shartlesville, PA 19554

(610) 488-7325

www.friedensfolks.org
friedensfolks@comcast.net

Use of Great Room in Christian Education Building

I. Costs

Non-members are asked to pay of fee of **\$150** for the use of the Great Room in the Christian Education Building. This covers the first **four hours**; after four hours, an additional **\$25** will be charged per hour.

Active members of the church are asked to pay **\$50** to help offset the costs of usage.

A separate \$50 security deposit will be required at the time of booking. Check only. The balance is required at least 30 days prior to the event. The security deposit will be returned upon a satisfactory inspection at the conclusion of the event.

II. Making Reservations

Reservations for your event must be made through the church secretary by calling 610-488-7325, Monday through Friday, 9 am to noon. The attached forms must be filled out and signed and the security deposit received to secure a reservation. A tour and issuance of key will then be coordinated.

Cancellations may be made up to thirty days prior to the event with no penalty. If a cancellation occurs after this time, the security deposit will not be returned.

Keys must be returned to the office within 48 hours of the event. Failure to return the key fob will result in replacement cost.

III. Conditions of Use

Please understand that all sponsored ministries of the church have precedence in use of the facilities. The use of the second floor, stairwells, and sanctuary are not a part of this rental agreement. Therefore, no one should be in these parts of the building, and measures will be taken to prohibit access to these parts of the church complex.

None of the following are allowed on the premises:

- Alcoholic beverages
- Drugs
- Smoking, including the use of vaping or e-cigarettes
- Fireworks or firearms
- Open flames of any kind.

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There shall be no acts of lewdness or immorality allowed to be performed on any of the church property.

- The renter agrees to keep the premises clean and free of all refuse, garbage, trash and other hazardous material.
- The renter agrees to replace all windows, doors, tables, chairs, or similar items which are broken and repair any damage done to the building, the electrical or plumbing systems, during the rental period.
- The renter agrees to pay the church for all damages done to the leased premises or the remainder of the building caused by acts of vandalism or negligence of any people occupying the leased premises.
- The renter agrees to use every reasonable precaution against fire.
- The renter agrees to be responsible for and to pay for any damage or injury to people or property.
- The renter agrees to close and secure all windows and doors.
- Masking tape shall only be used to fasten tablecloths to tables. Use of staples is forbidden. Penalty shall be the cost of a new table top.
- No tape, push pins, or thumb tacks shall be used to affix items to the walls.
- Any and all property belonging to the church shall not be removed from the premise for any reason whatsoever.

Organizations renting the facility must provide proof of insurance.

An outgoing checklist must be signed by a member of the congregation before your departure and is the condition for the return of your security deposit.

My signature below verifies that I agree to the conditions above and will not hold the church liable for any injuries that may occur during the rental period:

Printed Name: _____

Signature: _____

Date: _____

Use of Great Room Reservation Form

Renter's name: _____ Active Member? Yes / No

Phone Number (preferably cell): _____

Address: _____

Date of Event: _____

Time of Event: Begin at _____ Ends by _____

For office use only:

Facility coordinator: _____ Phone number: _____

Key Issued: _____ Key Returned: _____

Deposit received Date: Amount: _____

Balanced due: _____ Date received: _____

Security Deposit can be returned: Y / N Reason:

OUTGOING CHECKLIST FOR USE OF FACILITY
This checklist must be filled out by your facility coordinator.

Item to be checked	Is it turned off?	Is it clean and in good repair?	Initials
Tables cleaned			
Trash taken to trash can located by outside garage (Trash bags are located in the bottom of each trash can. Extras are located under the sink.)			
Countertops clean			
Tables and chairs restored to original location (See diagram on fridge #2)			
1. Stove			
2. Oven			
3. Microwave			
4. Refrigerator/Freezer			
5. Sink			
6. Cabinets & Drawers			
Front doors Locked			
Chairs placed on top of tables			
Heat/AC returned to 64/75 F			
Men's Bathroom lights, water			
Women's Bathroom lights, water			

USE OF KITCHEN

1. You are more than welcome to use our stovetop, microwave, oven, and sink. We ask that you please clean items used and return them to their proper place.
2. If you wish to use paper products (disposable plates, napkins, plastic ware, etc.) for your event, please supply your own. Please supply your own linens (wash cloths, hand towels, sponges, etc.)
3. Please only use the refrigerator closest to the wall (#2) for your items.
4. Dish soap is supplied. Use of dishwasher is not permitted.

Facility coordinator: _____

Date: _____ Person Renting: _____

Security Deposit can be returned: Y / N Reason: _____