

# Use of Facilities

## St. John's Lutheran Church, Fogelsville PA

### (GUIDELINES FOR USE OF FELLOWSHIP HALL AND KITCHEN)

*Donations and deposits are payable when the event is scheduled. Cash or checks (payable to: St. John's Lutheran Church) should be submitted to the church office.*

- 1) Scheduling of facilities should be done through the church office. This includes considering time to set up as well as time for the event. Each event must be pre-approved by the Pastor or the Church Council.
- 2) Activities are to be confined to the Fellowship Hall, Kitchen and Rest Rooms on the first floor, unless otherwise negotiated.
- 3) Events or activities held in the Fellowship Room/Kitchen on Sundays may not be scheduled before 2:00 p.m. Decorating, table set-up, etc, may not begin before 1:00 p.m.
- 4) If a caterer is used, a copy of these guidelines must be given to him/her and he/she can contact the church office for any special instruction prior to setting up.
- 5) No alcoholic beverages are allowed in the church building or anywhere on church property.
- 6) Use of the kitchen excludes use of the gas stoves.
- 7) Please do not tamper with the heating/air conditioning. It is pre-set on a timer and will be programmed for the time of the event.
- 8) If additional tables and chairs are needed, contact the church office.
- 9) Persons should provide and discard their own disposable (paper) products by placing them in garbage bags. This includes dinnerware as well as decorations. Decorations are to be placed and removed with care. (Extra garbage bags are available in the kitchen.)
- 10) In case of emergency, paper and plastic dinnerware may be borrowed from the church. Please notify the church of items borrowed. These items should be replaced within one week.
- 11) Kitchen items should be washed and replaced in cupboards, in their proper place. All food products need to be removed from the refrigerator, kitchen, etc. after the event or activity.
- 12) Tables and chairs should be cleaned and the room should be put back in the arrangement that the room was found in.

- 13) Following events, the Fellowship Hall and Kitchen should be vacuumed/swept. Cleaning equipment can be found in the "sexton" closet down the hall from the restrooms on the 1<sup>st</sup> floor.
- 14) The facilities will be inspected by the sexton, a member of the Property Committee, or two members of the church. If facilities are cleaned according to items #9, #11, #12 and #13 and if item #10 has been satisfied, the cleaning deposit will be refunded.
- 15) The facilities and equipment are not available for commercial use.

CONTACTS:

**Church Office Phone:** 610-395-5535

**Property Contact, Dave Neimeyer:** 610-285-4515

DONATIONS/DEPOSITS:

**Member:** \$50 cleaning deposit (returned if no cleaning is required)

**Non-member:** \$100 donation for use of the room(s)

\$100 cleaning deposit (returned if no cleaning is required)

**Non-profit groups:** fee negotiated by Church Council

**AA group:** \$30 must be paid monthly to cover heating and electricity

CHECKLIST:

- \_\_\_ arrange room as found when you arrive
- \_\_\_ check bathrooms and turn off lights
- \_\_\_ turn off ceiling fans and lights
- \_\_\_ leave a note if anything was broken or damaged
- \_\_\_ lock all doors used