

Request for Church Facility Use

Approved October 19, 2015

Revised August 1, 2018



Name of Organization _____

Group Size _____ Age Range _____

*Meeting Date(s) _____ Meeting Time(s) Begin _____ End _____ (by 9:00 PM)

Type of Event _____ Requested Room(s) _____

Do you have liability insurance for this event? _____

Equipment requested _____ Setup Requested _____

Donation _____ Fee _____ Stipend _____ Total _____

This form will take one week to process after it has been returned

This form will take two weeks to process for long-term events

****In the case of inclement weather, the church may need to close and your event will be canceled. Please check WGAL and our Facebook page for closing alerts. Note: if Hempfield School district is closed due to the weather, we are also closed.****

*****A \$50 deposit will be required for use of the kitchen. When the kitchen is inspected and found to be satisfactory, the deposit will be returned in a timely fashion. If the kitchen is found to not be in satisfactory condition, the deposit will be forfeited.**

If you have ServSafe certification, please provide a copy with your application.

If someone with your event does not have ServSafe Certification, please verify that you have read the attachment for the Kitchen Rules and Policy and sign below.***

Signature: _____

AGREEMENT

I/We AGREE to all rules and regulations as outlined on the attached pages. I/We also agree that any damage caused by our use of the Church and its property will be repaired at our expense to the complete satisfaction of Church of the Apostles' Property Commission. I/We agree to assume all responsibility for damage claims of liability of any kind arising from the use of the church facilities and to hold the church harmless from any claims, liability, expense, or cost connected with this use of the church facilities.

Please Print Name and Title of Authorized Representative

Date

Signature

Address

Phone

Fax

Email Address

Please Note: Due to any unexpected funeral services, the date of the event may have to be rescheduled. Please submit the completed form to the church office **Attn: Facility Request. Please be sure to have your check for the discussed amount reach the church office no later than one week before the event date.** Please make checks payable to: **Church of the Apostles.** Thank you!

This agreement may be broken by either party at any time with a 30-day notice.

Request approved by:

1. Scheduling _____ Date _____
Member Services Coordinator

2. Logistics _____ Date _____
Property Manager

3. Insurance _____ Date _____
Property/Stewardship Chairperson

4. Sanctuary use _____ Date _____
Music Director

5. Kitchen use _____ Date _____
Parish Life Chairperson

6. Vision and Values _____ Date _____
Pastor

PLEASE COMPLETE AND RETURN THIS FORM TO:

Church of the Apostles
1850 Marietta Avenue, Lancaster, PA. 17603
717-392-5718*Fax 717-392-6470*www.apostlesucc.org

This packet includes:

Request for Church Facility Use form
Policy and Procedure (404 Use of Facilities)
Rental Fee Schedule

Rental Fee Schedule

Education Wing - \$25 per room per session

Fellowship Hall (maximum 200 people) - \$40 per hour plus any set-up costs

Sanctuary - \$60 per hour

Operator for lights, sound system, audio and visual - \$35 per hour per operator in half hour increments

Youth Center - \$60 per hour

\$300 per day

\$1,200 per week, daytime only

Kitchen – priced on request

Set Up Costs:

Portable Sound System - \$10

TV - \$10

DVD - \$10

Easel - \$5

Tables - \$5 each

400 SERIES

404 Use of Facilities

Adopted November 18, 2013

Revised February 29, 2016

Policy

Church of the Apostles welcomes outside groups and organizations to use its facility when space is available and the activity is consistent with the church's vision and mission.

Procedures

1. All requests to use COA facilities are to be made in writing by completing the "Request For Church Facility Use" form. This form is available from the financial services coordinator in the office. This form should be completed and returned to her before any requests are considered.
2. It is the responsibility of the financial services coordinator to get approval from: the pastor for the type of program, the property manager and/or the property commission for the logistics and pricing needed, the property or stewardship commission chair for the proof of insurance, the director of music for the use of the sanctuary, and the parish life commission chairperson for the use of the kitchen.
3. All approved requests will be scheduled around previously scheduled COA functions.
4. In the event of any unexpected funeral services, all previously scheduled events or functions will be reviewed so as to not be in conflict with each other. In some instances, an event or function may have to be relocated, rescheduled or canceled. The decision to do so will be made by the signers of the form.
5. After the approval process is completed, the requested date and space are reserved on the church calendar.

Fees for COA Facility Use

1. Fees are to be established and reviewed annually by the Property Commission.
2. Any activity or program sponsored by a church commission is entitled to use the church facilities at no charge and the responsibility for the event will be with the sponsoring commission.
3. The cost for our Campus Partners and other non-profits to use our facility will be considered on a case by case basis by the Property Commission.
4. Members of COA are encouraged to use our facility for a private event. Depending on the scope of an event, a fee may or may not be charged. The decision concerning a charge is the responsibility of the Property Commission and will be made in consultation with the other five signers of the Facility Use Form.
5. Any special considerations are to be agreed on by the pastor, the property commission chair and the property manager.

Rules for Church of the Apostles Facility Use

1. Church of the Apostles and its campus are Tobacco Free facilities.
2. Alcoholic beverages are not permitted on Church of the Apostles' property.
3. No weapons of any kind are allowed on church property. These include but are not limited to guns, knives, sling shots, bow and arrows, and air rifles.
4. No parking on the grass unless prior permission is granted for additional parking.
5. Church of the Apostles is not responsible for lost, stolen, or damaged personal property that is left on the premises. Items found will be held in the church office.
6. Any costs to repair any damage to church facilities due to neglect or abuse shall be billed to the responsible party signing the facility use form.
7. Groups and organizations are expected to conduct themselves in an orderly and responsible manner or future requests will not be approved. In some cases, you may be asked to leave the property.
8. Decorations and signs and programming must be approved prior to the event.
9. Church of the Apostles values the safety and security of all children and takes their care very seriously. We comply with the Pennsylvania HB 435 which states the current child abuse prevention laws and we expect anyone using our property to comply also. In some cases, proof of background checks may be required.
10. If more than routine custodial work is required to clean the facility after an event, an additional cleanup fee will be charged.
11. The church has multiple audio-visual and sound systems. Depending on the requirements of the equipment needed, some may be used at no charge and the more sophisticated equipment will carry an additional rental fee and also need an operator for an additional fee.
12. First aid equipment is located in the cabinet in the cloakroom near the front entrance.

Rules for Church of the Apostles Kitchen Use (9/18/17)

Policy for Church of the Apostles Kitchen Use (9/18/17)

1. The cost and schedule for kitchen use is controlled by submission of the Request for Church Facility Use Form to the church office. There is a \$50 deposit required for use of the kitchen.
2. If upon entering the kitchen for use, there is a concern about cleanliness or equipment, please contact the Property Manager at (717) 371-3359.
3. Do not participate in kitchen activities if you are not feeling well. (i.e. fever cough, nausea, vomiting, diarrhea)
4. Safe kitchen use requires signing to acknowledge adherence to the kitchen rules and policy form. If you have ServSafe certification, please provide a copy with your request to use the kitchen.
5. When the kitchen is rented, the renters must supply the paper goods, plastic wear, tablecloths, and dishtowels. Cleaning supplies located in the kitchen may be used.
6. The cleanliness and sanitation of the kitchen is important. Please refer to the Rules for Church of the Apostles Kitchen Use. At the conclusion of the event, the kitchen will be inspected for safety purposes and cleanliness by the Property Manager. If the kitchen is found to be in unsatisfactory condition, the renters will forfeit the kitchen deposit.

Rules for Church of the Apostles Kitchen Use:

1. Come in and store personal items in the cloakroom located behind the refrigerators. Do not place purse or other non- food items on the countertops.
2. Put on hair/ beard protection and apron. Hair protection is located on top of the microwave by the hand washing sink.
3. Wash hands at the designated hand washing sink.
4. Turn on the hot water heater located by the dishwasher.
5. Put on gloves (gloves to be worn when handling food).
6. Wipe all counters and appliances handles with Clorox before food prep. Then change gloves after the cleaning is completed.
7. Wash hands and change gloves whenever the following happens:
 - a. Changing tasks
 - b. Handling raw meat/poultry
 - c. Gloves become torn or dirty
8. Remove apron when leaving prep area or going to the restroom. Do not wipe hands on the apron.
9. Dirty towels, washcloths, and aprons should be placed in the kitchen laundry basket underneath the two part sink after use.
10. Use RED cutting boards for meat. Use GREEN/WHITE cutting boards for fruits and vegetables. Use YELLOW cutting boards for poultry.
11. Wash dishes in hot soapy water to which you add one capful of bleach.
12. If you have placed items in the laundry basket underneath the two part sink, you are responsible for laundering and returning the items as soon as possible.
13. Before leaving the kitchen:
 - Wipe all counters and appliance handles with Clorox spray or wipes.
 - Turn off the hot water heater.

- All coffee pots must be unplugged and washed.
- All stove parts, including blowers and fans must be turned off.
- All sink drains must be cleared of any debris.
- All lights should be turned off.

14 First Aid Equipment is available in the kitchen.

15. If you have ServSafe certification, please provide a copy with your application.

I have read the Policy for Church of The Apostles Kitchen Use (9/18/17) and the Rules for The Church of The Apostles Kitchen Use and agree to follow them.

Name

Date