

**Saint John's United Church of Christ**  
**538 East Thomas Street**  
**Coopersburg PA 18036**  
**Church Telephone Number (610) 282-3310**  
**St. John's Fellowship Hall and Facilities Reservation Agreement**

*Our building is dedicated to the glory of God and the service of our neighbors. So that we may honor this dedication, we ask all who use our facilities to comply with the following principles:*

**Permission for Use of the Building**

**Church Affiliated Groups**—local, denominational, or interdenominational.

**Weddings, Wedding Receptions**—Permission must be granted by the Council President, Vice President, Pastor or the Church office.

**All Other Groups and Persons**—Permission may be obtained from the Council. In unusual or emergency circumstances the Pastor and Council. President may grant approval.

First priority will go to church-affiliated meetings- affiliation with our congregation first, then other church groups, then other persons or groups.

**Loaning of Church Equipment**

No church property is to be removed from the church building without the authorization of any one of the following: The Pastor, Council President, or Council Facilities Committee Liaison.

The Fellowship Committee will authorize the use of equipment and dishes in the kitchen

The borrower is responsible( for remuneration/repair in the case of breakage.

*When a charge for loaning equipment is appropriate, it shall be determined by the Church Council and/or Church Facilities Committee*

*Weddings and Funeral are covered under their own policies.*

## SINGLE EVENT PLANNING

Members we ask a donation to cover costs. Sexton cost to be \$50  
Non-members will be charged \$100.00 and Sexton fee of \$50  
Sexton name is Robin Wambold

Other Uses: Sanctuary for Recitals, and Concerts: Members again a donation is requested. Non members: \$200. Again a Sexton fee applies to both members and nonmembers.

DATE OF EVENT \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TIME OF EVENT \_\_\_\_\_

I Agree:

1. To Schedule my event only after checking with the church office to make sure no other event is scheduled for the Fellowship Hall on my desired date and only after approval of my event by the pastoral staff.
2. To arrange at least 72 hours in advance of my event for the unlocking and relocking of the facility. I will call the church office to make such arrangements.
3. To conduct my activity or function in a manner that does not conflict with the mission or standards of St. John's. We also ask for Reverence of the SANTUARY and any symbolic items in the building.
4. Smoking is not permitted on the church grounds.
5. Alcoholic beverages or drugs not prescribed by a physician will not be permitted on church property.
6. The language and conduct of those who attend my function must be appropriate to a church setting.
7. To set up and later restack and return to their storage location (unless otherwise instructed) the tables and the chairs my function requires.
8. To be responsible for notifying the church office of any damage to the facilities or equipment incurred during my usage and to reimburse the church for the costs of repairs or replacements
9. To make sure all decorations for my event are in good taste; do not damage floors, walls, or furniture; and are removed immediately after the event is over. No tape, nails, or glue may be used.
10. To use no equipment or facilities other than those covered by prior approval. We will not be responsible for articles lost or stolen.
11. To turn off all lights and lock all doors following my event. If the thermostat is turned up, be sure to turn it to original setting before leaving and air conditioning and fans are turned off.

- 12. To call the church at least 24 hours prior to the scheduled event if for some reason I must cancel my plans to use the facility. I understand that my deposit will then be refunded within ten business days.
- 13. All activities and events must end no later the 11pm.

Total cost of my event is \$ \_\_\_\_\_ .

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approval by Concil : \_\_\_\_\_ Date: \_\_\_\_\_

## **Group Meetings**

We ask that the groups present their mission and/or purpose for meeting.

We ask that groups carry their own insurance rider.

Pricing and or Donation for use of the building will be negotiated and determined on a case by case basis and approved by Council.

The facilitator of groups will be responsible for honoring our locked door policy. This means that they will lock the doors once all participants arise.

Groups are responsible for submitting their meeting schedule to the church office a month prior when at all possible.

The leader of the group will be responsible for cancelling their meeting in the event of inclement weather and checking with the church leadership if the parking lot is plowed.

The church has the right to revoke the privilege of meeting within our facilities if we find repeat grievances against our building or policies.