

Council of First United Church of Christ

"The Church of the Lighted Cross"

USE OF FACILITIES POLICY

Council of First U.C.C. welcomes your use of the church facilities. Use the following steps for **all** reservations:

- 1) Call the Church at least one (1) month in advance for a facility use form at (610) 826-2696, or print it from the churches website. Complete and submit to the church office.
- 2) The Church Secretary will return a call to you to confirm the reservation.
- 3) Read and follow the Use of Facilities Policy.
- 4) All fees are due one (1) week prior to the day of rental.
- 5) Spiritually active members of First U.C.C. may reserve available rooms for small non-profit use or family gatherings free of room rental fees. Custodial fees will still apply at Thirty Five Dollars (\$35.00) for active members.**

Council of First U.C.C. sets forth the following regulations for the Use of Facilities. Failure to comply may result in Council's refusal to accept future reservations.

- 1) Please confine all activities to the room or rooms requested at the time of reservation.
- 2) If activities include children, they must be under supervision. Roaming throughout the building is not permitted.
- 3) Use all facilities with the utmost care, leaving them as found. If facilities are not returned to acceptable conditions, Council will charge an additional custodial fee of Fifty Dollars (\$50.00).
- 4) When occupying Fellowship Hall, use only the front kitchen counter and the receptacles immediately inside that counter unless permission for other use has been obtained from the Council.
- 5) Make any requests for special equipment at the time of making your reservations.
- 6) Please be reminded that NO SMOKING is permitted in the building.
- 7) If an individual receives a key, he/she will be responsible for turning off all lights, turning back the thermostat, and locking all doors upon leaving the building.
- 8) Rest rooms are found on all floors. Please keep them clean. Be sure to turn off all of the lights/fans when leaving.
- 9) Groups presently using the facilities on a regular annual/semiannual basis may not be subject to additional fees for extra usage of facilities. Council discretion will be used for these situations.
- 10) All fees are based on 1/2 day use per room. Whole day fees are doubled per room.
- 11) Use of the organ must be approved.

FEE SCHEDULE

Party/Organization	Sanctuary	Fellowship Hall	Room or Rooms	Custodial Fee	Kitchen
Members	N/C	N/C	N/C	\$35.00	N/C
Groups or Non-Members	\$100.00	\$75.00	\$35.00	\$50.00	

Signature of Understanding of these agreements: _____

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Please fill out and return the form to the church office as soon as possible.

Date Requested: _____

Type of Event Held: _____

Time of Event: _____

Expected # of Attendees: _____

Contact Person & Phone Number for Event: _____

Room(s) Requested: _____

Special Equipment Requested: _____

Custodial Fee (payable to Custodian): _____

Room Rental Fee (payable to First United Church of Christ): _____

Notes: _____

**** I have read this Use of Facilities Policy and do hereby agree to abide by all regulations set forth.**

Signature: _____ Date: _____

****Office Use****

Date Received Booking: _____

Received By: _____

Payment Received By: _____