

# THE CHURCH OF THE APOSTLES



## United Church of Christ

336 Barnett Avenue  
Waynesboro, PA 17268  
(717) 762-4113

## USE OF FACILITIES CONTRACT

Date \_\_\_\_\_ Individual/Organization \_\_\_\_\_

Event Coordinator (signature) \_\_\_\_\_

Address and Phone \_\_\_\_\_

Date(s) and times	Date _____	Day _____	Time: _____
	From _____	to _____	
	Date _____	Day _____	Time: _____
	From _____	to _____	

Description of Event: \_\_\_\_\_

Room(s) \_\_\_\_\_ Anticipated Attendance \_\_\_\_\_

Person in Charge \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

### Rules:

It is not the intent of the Church of the Apostles to profit from rental of its facilities. The Church accepts its responsibility to serve the community at large. However, overhead like lights, heat, wear and tear, etc. cannot be borne solely by the congregation. We ask your cooperation.

**THE CHURCH OF THE APOSTLES, WAYNESBORO, PA, WILL NOT BE RESPONSIBLE FOR ACCIDENTS ON THE PREMISES. \* See #5 on page 2.**

**ALL** rentals will be arranged through the church office.

**ALL** groups will remove their trash at departure.

**ALL** groups will refrain from using materials, supplies, etc., which belong to the church.

**ALL** groups are responsible for and are directed to check rooms used at departure, including restrooms, for lights and/or appliances in operation, running water and other irregularities.

**ALL** groups are directed to make sure that all doors are locked at departure.

**ALL** groups are asked to leave rooms/areas at departure as reasonably close to their appearance at arrival as possible. AFTER CHURCH INSPECTION, THE \$70 CLEANING FEE/DEPOSIT WILL BE REFUNDED IF ROOMS/AREAS DO NOT NEED TO BE CLEANED.

**USERS** may be held responsible for damages to property and equipment.

### Payment Procedure:

A check payable to Church of the Apostles, for the amount of the rental plus the \$70 pre-pay janitorial fee/deposit shall accompany this completed agreement.

A deposit (returnable) of \$5.00 for key rental shall accompany this completed agreement.

**Emergency:**

In the event of an emergency when the renter feels the church should be notified immediately, the person in charge shall telephone either:

the Pastor \_\_\_\_\_,

the Property contact \_\_\_\_\_,

or the Consistory President \_\_\_\_\_,

Approved \_\_\_\_\_.  
(Secretary or Pastor)

**USE OF FACILITIES**

It is not the intent of the Church of the Apostles to profit by renting its facilities to individuals and groups. The Church accepts its responsibility to its membership and to the community to provide facilities for other than church events. It is necessary, however, that the Church not bear all the costs when members and non-members use its facilities for special events. Overhead for these events like electricity, heat, insurance, wear and tear, and janitorial services produce costs that cannot be borne solely by the membership. Therefore we ask that those who request services observe the following guidelines:

1. Individuals and groups making requests for use are advised that the calendar of the church is the top priority in scheduling. Church events ordinarily may not be replaced by special events.
2. Requests for special events will be scheduled on a first come – first served basis.
3. All requests for use of facilities shall be made through the church office. All payments shall be made through the church office in accordance with these policy and contract provisions.
4. The Church’s services exist primarily for its membership. Therefore members will be granted privileges that may not be granted to non-members.
5. \*\*\*Outside organizations must provide the church with a certificate of liability insurance naming the church as an “additional insured” on the user’s policy for liability damages resulting from the organization’s activities on the church’s premises. The public liability policy must have \$1 million as the limit of liability and \$5,000 as the limit of medical payments coverage.
6. \*\*\*In order to avoid cancelling or rescheduling an event due to weather when planning to use the OUTDOOR ACTIVITY CENTER, users may also reserve an alternate location inside the building. If so, the alternate location must be requested on the rental contract and the rental fee difference must be paid in full two weeks before the event. If the inside area is not used, the full fee will be refunded when the event coordinator notifies the church.  
\*\*\*Please note that users will need a building key to access the INDOOR RESTROOMS.
7. The Church reserves the right to refuse requests.
8. The Property Committee will be responsible for programming the heating/cooling system for activities weekly.
9. If an emergency occurs during a rental event, everyone attending the event will be covered by Church of the Apostles’ memberships at Waynesboro Ambulance Squad and Medic 2.

**RENTAL FEES---NON MEMBERS****Half Day (Up to 4 hours)**

Sanctuary (300 capacity)	\$275.00
	(Up to 2 hours: \$150.00)
Social Hall Large Group (125 capacity)	\$150.00
Social Hall Small Group (30 or less)	\$ 50.00
Kitchen: Full Use	\$100.00
Kitchen: Refrigerator, serve, wash & clean-up	\$ 25.00
Each Sunday School Room	\$ 50.00
***Outdoor Activity Center	\$125.00
Pre-pay Janitorial Fee/Deposit	\$ 70.00

\*\*\*Wedding rentals include a short rehearsal time.

\*\*\*This includes the use of (2) rooms inside the building for dressing, if needed, and a building key to access the INDOOR BATHROOMS.

\*\*\*To protect our lawns, shrubs and wildlife, the use of birdseed and rice at weddings is prohibited.

**All fees are subject to change.**

Rentals include use of (12) 8' folding tables, (2) 4' round folding tables, (4) card tables, (85) folding chairs, (37) 30" stacking chairs, (28) 27.5" stacking chairs, (20) 24" child size stacking chairs, high chairs.

**MEMBERS USE OF FACILITIES** is **"By Donation"** at the time of submitting the Use of Facilities Contract to the office.

*Revised March 11, 2018*