

PROCEDURES FOR USE OF ZION'S UNION CHURCH MAXATAWNY FACILITIES

February 19, 2024

329 Church Road
Route 222 & Church Road
Kutztown, PA 19530
610-683-7485

E-mail address:
zionsunion@verizon.net
www.zionsunion.org

NOTE: NO SMOKING, VAPING, MEDICINAL MARIJUANA, NARCOTIC USAGE, ILLEGAL SUBSTANCES OR ALCOHOLIC BEVERAGES IN THE BUILDING OR ON CHURCH PROPERTY

** In consideration of others who are entering and leaving the building, and to minimize the smoke that enters the building, please inform members of your group this is a smoke free campus. NON-COMPLIANCE WITH THIS REQUEST WILL BE CAUSE TO DENY YOUR GROUP PERMISSION TO USE OUR FACILITIES.

In the event of CDC or church guidelines (masks, distancing) for safety being enacted, each group must follow those guidelines which will be provided.

1. **RESERVE AREA** to be used (i.e., gathering areas, classrooms, etc.) with the Church Office Secretary at 610-683-7485, Monday, Wednesday, and Friday, 9:30 A.M. -12:30 P.M.

Groups are responsible for arranging the tables and chairs. **All rooms are to be left with the same set-up of tables and chairs as existed before your group's use of the room.**

Please report any **cancellations** to the Church Office no later than 9:00 A.M. on the day of the scheduled meeting.

Please keep your assigned area neat and clean!

Access to other areas of the Church not reserved is restricted.

No food or beverages are allowed in the sanctuary

The church reserves the right to use other areas at the time of this event.

2. **KITCHEN**

If you have reserved a gathering area and the kitchen, you may use any of the church's kitchen equipment (i.e., silverware, electric coffee percolators, stove, oven,)

Please do not use church linens, towels, paper good, or other supplies.

Supervision required for use of gas ovens.

Exhaust Fan if available over stove and ovens **MUST BE TURNED ON WHENEVER STOVE OR OVENS ARE IN USE.**

If convection oven is used, please note that a cool down period of 15-20 minutes is required to prevent costly damage.

Trash must be bagged in trash containers (please make sure that members of your group do not put cups containing liquid in the trash containers); note recycling containers.

3. **GATHERING AREAS**

Lights – Light switch located at entrances.

DO NOT TURN OFF ANY SWITCHES, WHICH YOU HAVE NOT TURNED ON!

Ceiling Fans – Switches are on same switch as light – pull chains 1 low, 2 medium, 3 high, 4 off.

Tables – **Do not drag tables (leg or edges) along any floors.**

4. **CHILDREN**

Children must be supervised at all times.

Safe Kids: If your event includes children, your organization must have child abuse prevention program in compliance with the Child Protective Services Law OR be screened under Zion's Safe Kids Policy.

Supervision: Children must be kept under control at all times, groups must provide their own child care if deemed necessary.

5. BASEMENT COMMUNITY ROOMS

Please use only the room(s) you reserved through the office.

Windows in the original building must not be opened (marked on the windows).

Windows must be unlocked before using crank handle to open in new addition only.

6. PARKING

Across street parking lot only; no parking along the road.

Handicapped parking at drive up spot at front door.

Cones must be used for crossing the road. Cones are stored in the area behind the doors to the old front entrance.

7. KEY

Individuals/Groups which use the building and need a key will need to make arrangements with the church office for gaining entrance to the building.

8. CHURCH PROPERTY

Church property may not be loaned, borrowed, or removed from the church premises without prior consent.

Prior arrangements must be made for the use of the pianos, organ, sound system, or TV.

No animals other than service animals are allowed in the building; this does not include emotional support.

9. LEAVING THE BUILDING (Closing up). PLEASE NOTE, if you used....

a. Basement Community Rooms:

- i. Turn off room and restroom lights.
- ii. If you are last in this area turn off basement hall lights
- iii. Follow procedure as if you are the last ones in the building.

b. Other gathering areas:

- i. Return room set-up (tables and chairs) to the way you found it.
- ii. Turn off rest room lights, room lights, fans, P.A. system and anything else you used.
- iii. Thermostat is programmed DO NOT TOUCH.
- iv. Lock all doors when leaving church and make sure all lights are out (except for stairwell lights), if you are the last group to leave.

All exterior lights are automatically controlled by photo-cell. Do not tamper with switches or with guards on them.

Questions or problems? Contact: Church Office at 610-683-7485, Monday, Wednesday, and Friday, 9:30 A.M. – 12:30 P.M.

Zion's Union Church Maxatawny zionsunion@verizon.net

Building Use Request Form for Non-Member

Alcohol is not permitted on church property. The church is a smoke-free facility.

Date of request_____

Date of event_____ Time: From_____ To:_____

Approximate number of people expected_____

Rooms in the building to be used (list all areas)_____

If kitchen will be used, check all equipment to be used

____Convection Oven____Range____Dishwasher____Sinks____Refrigerator____Tables

Other_____

If your organization's event will include children, does your organization have a child abuse protection program in compliance with the Child Protective Services Law? ____Yes____No (If "No" the process for Zion's Safe Kids must be completed.)

Has your organization held functions at other facilities in the past three years?____Yes____No

If so, provide the location used and a contact name and phone number as a reference to be contacted.

Name_____ Phone number_____

Person responsible for event_____

Signature_____

Address_____ Phone number_____

A certificate of insurance may be required for use of the building.

This form along with the security deposit must be submitted to the church office at least 45 days prior to the requested function. Zion's Union Church Maxatawny reserves the right to limit rental of the building to groups and/or events that further the mission and vision of the church.

Is this a non-profit?____Yes____No Non-profit tax ID #_____

Our church has certain guidelines and expectations as regards to what purposes and in what ways our facility may be used. Any requests will have to meet the criteria. Variances such as using outside personnel, going beyond normal function times or using the facility in ways other than requested, may cause additional fees to be charged and/or denial of future use of the facility. Kitchen must be cleaned and returned to the original condition or the return of the security deposit will be forfeited.

The security deposit will be returned after all associated fees are paid and the usage area has been returned to the condition in which it was provided.

Individual/Organization's name _____

Contact person: Name: _____ Phone number _____

Number expected _____ Frequency of meeting _____

Non-Profit Groups Will food/beverage be served _____ Yes _____ No

_____ 12-Step _____ Other churches

_____ Boy/Girl Scouts _____ Other (Name)

No fee for use, no security deposit is required for non-profit organizations.

\$75 Sexton fee is required (to be adjusted for groups meeting on a continuing basis) Fees for the sexton and audio/visual technician are paid directly to those individuals named below.

Sexton _____ A/V Assistant(s) _____

Fees do not include services of the pastor or organist. For fees for the organist and pastor, contact the person involved.

Other Events: Check event. Circle fee.

	Fee for use	Security dep	Sexton fee	Audio	Video	Amount	Date paid
_____ Wedding	\$600	\$100	\$75	\$50	\$50	_____	_____
_____ Reception	\$300	\$ 75	\$75	N/A	N/A	_____	_____
_____ Shower	\$150	\$ 75	\$75	N/A	N/A	_____	_____
_____ Funeral*	\$150		\$75	\$50	\$50	_____	_____
_____ Viewing-separate day*	\$150		\$75	N/A	N/A	_____	_____
_____ Reunion	\$150	\$50	\$75	N/A	N/A	_____	_____
_____ Music Recitals	\$150	\$50	\$75	N/A	N/A	_____	_____
_____ Other as negotiated	\$150	\$50	\$75	N/A	N/A	_____	_____

*Funeral home pays the fees and invoices the family

Deposit due with request for use, except for viewings/funerals Total amount due _____

Following Board approval, all fees must be paid 10 days prior to the event.

For church use: Requires board approval with signature of the Board representative.

I have looked at the attached paperwork and have obtained Board approval for the above agency/group/business to use the church facility for the purpose described above.

Name: _____ **Date:** _____

Title: _____

Certificate of Insurance Request Form - Zion's Union Church Maxatawny

It is a policy of this church to require all contractors, service companies, and outside groups using the church facilities to provide proof of general liability and workers' compensation insurance.

The appropriate form should be attached to this sheet, prior to any work or event occurring, naming this church as an additional insured.

Name of contractor/organization: _____

Address: _____

Contact Person: _____ Title: _____

Phone Number: _____

Description of activity/job/event: _____

Approximately how many people will be involved in the activity/job/event? _____

What types of activities will be included in this event (e.g., dancing, construction, climbing ladders, use of power tools, meetings, etc.)? _____

Amount of coverage: _____ Name of Insurer: _____

Phone number of insurer: _____ Policy expiration date: _____

Limits of Liability: _____

Do you have an umbrella policy? Yes No

Are all workers included under your workers' compensation policy? Yes No

Is our church/organization named as an "additional insured"? Yes No

Signature: _____ Date: _____

Church Facility Usage and Hold Harmless Agreement

I/We the undersigned representative(s) of _____ of the city of _____, state of _____ shall be using the building and grounds of Zion's Union Church Maxatawny from _____ to _____, 20____, for the purpose of _____
_____ hereby referred to as the "Activity".

I/We understand and agree that neither the Church, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, theft or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/we agree that our Organization alone shall be responsible for any property damage, personal injury, theft or death that may occur during our use of the premises.

As part of the consideration for being allowed to use your facility, building, and ground as well as all appliances and fixtures in the activity, I/we release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury, or death which may occur while participating in the Activity. I/We further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity.

I/We represent that our Organization has general liability insurance with coverage limits of _____ in effect as of the date of the Activity. I/We agree to name the Church as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the Church prior to the date of the Activity.

I/We further state that I/we are authorized to sign this agreement: that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this Church Usage and Hold Harmless Agreement this _____
day of _____, 20_____.

_____ **(ORGANIZATION NAME)**

BY:

Signature: _____ **E-mail** _____

Title: _____ **Phone number** _____

Building Use Form for Members

Zion's Union Church Maxatawny

Procedures for the use of church facilities is attached.

The form shall be completed and returned to the church office along with the associated fees required. A copy of the approved form will be returned to the individual named below.

Name of member _____ Phone # _____

Date of request _____

Type of event _____

Date of event _____ From _____ To _____

Approximate number of people expected _____

Parts of building to be used _____

If kitchen will be used, check equipment to be used:

_____ Convection oven _____ Range _____ Dishwasher _____ Sinks _____ Refrigerator _____

Other _____

Check one of the following options:

_____ Personal use/church related

_____ Wedding Reception, Shower, Viewing, Funeral, Other (circle use)

No fee is required for a member's use of the building. Donations are accepted.

A \$75 security deposit is required; it will be returned if the facilities are adequately cleaned following the use of the areas. Audio fee-\$50; video fee-\$50 is required if applicable. (Paid to person identified and submitted to the church office 5 days prior to the event.

Applications shall be submitted to the church office 45 days prior to the event.

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For church use only: Requires the signature of the Board representative.

Name _____ Title _____ Date _____

Name of sexton _____ Date paid _____

Name(s) of A/V person(s) _____ Date paid _____

INSTRUCTIONS- USE OF THE BUILDING AT ZION'S UNION CHURCH MAXATAWNY

Approval for use of the building may be granted to members and non-members with approval from the president or vice-president of the Board. Applications must be submitted at least 45 days prior to the day of the requested event. Procedures and the application for the use of **Zion's Union Church Maxatawny Facilities** are available from the Church Office.

Individuals or groups desiring to use the church building must complete and submit the required forms as follows to the church office.

Members of the congregation: "Building Use Form for Members".

Non-members of the congregation are required to complete the following:

1. Building Use Form for Non-Members
2. Certificate of Insurance Form
3. Church Facility Usage and Hold Harmless Agreement

OFFICE PROCEDURES FOR PROCESSING REQUESTS FOR BUILDING USE

General procedures

- The administrative assistant or Board representative can provide a tour of the facilities, if needed, prior to the request for use of the building.
- Forms can be copied by the administrative assistant of the church and provided to individuals or representatives of groups desiring to use the facilities.
- When requests are returned to the church office, the administrative assistant will give the form to the Board representative for review. The Board representative will review the forms and verify the required information has been submitted along with the security deposit, if required. The Board representative will seek approval from the Board and notify the administrative assistant of the decision. The security deposit, if required, shall be held in the church office and returned following the results of the check of the area and verification that all fees have been paid. When requests are denied, the security deposit will be returned.
- Following approval/disapproval, the administrative assistant will notify, in writing, the person requesting the use of the building of the decision, sending the signed copy with the notification, if approved. All associated fees must be paid 5 days prior to the event.
- The administrative assistant in coordination with the Board representative will arrange to open the building, as needed, to the individual or group involved.
- Following the use of the building, the Board representative will check the area involved, and verify that fees have been paid to determine if the security deposit, if required, shall be returned.