

**RESERVATION REQUEST**  
**For Use of Church Facilities**  
Hanoverdale Church of the Brethren  
577 Hershey Road, Hummelstown, PA 17036 (717) 566-8821

**COMPLETE AND RETURN TO THE CHURCH OFFICE**

**Your Agreement, along with applicable deposit and insurance information, must be filled out and on file at least thirty (30) days prior to your event. Questions can be directed to the church office. We look forward to working with you.**

Your Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Date(s) of Reservation: \_\_\_\_\_ Time of Reservation: Begin: \_\_\_\_\_ End: \_\_\_\_\_  
(Including Set-up and Tear Down) (No later than 11 PM;  
9 PM Saturdays)

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address of Contact Person:  
\_\_\_\_\_

Purpose of Use: \_\_\_\_\_ For Profit \_\_\_\_\_ Nonprofit \_\_\_\_\_

**Facilities Requested (circle all that apply):**

Multi-Ministry Center      Café Level      Sanctuary      Fourth Floor      Full-Use Kitchen      Pavilion

Equipment needed or Special Requests or Needs (specify):  
\_\_\_\_\_

Stage Extension Needed? Yes      No      Sound Technician Needed: Yes      No      # of Hours: \_\_\_\_\_

Number of Tables Needed: \_\_\_\_\_      Number of Chairs Needed: \_\_\_\_\_      Approximate Number in Group: \_\_\_\_\_

***Cancellations must be received a minimum of fourteen (14) days prior to use for full refund of deposit.***

**PLEASE SEE REVERSE**

The undersigned hereby agrees to all rules and regulations governed by Hanoverdale Church of the Brethren and will not hold the church liable for any accident or injury encountered while on the property or while engaged in any activity while utilizing the church facilities.

Payment for use of the church facilities is due at least thirty (30) days prior to date of use.

The date of use is: \_\_\_\_\_ from (start time) \_\_\_\_\_ to \_\_\_\_\_ (end time). This includes time to set up and tear down.

**Please Note: The church facility must be vacated no later than 11:00 p.m; 9:00 p.m. Saturdays.**

\_\_\_\_\_ Initials

The group promises to return all properties to their proper places and leave the premises as they have found them. We promise to **clean up and dry mop** the facility following the function. If not done, we understand that the group will be charged a custodial fee of \$50.00 plus \$20.00/hour.

\_\_\_\_\_ Initials

We fully understand that this agreement is effective as of the date below and terminates upon the close of the use of the property whenever the group decides that use of the facility is no longer required. We also understand that our deposit will not be refunded if cancellation is made less than fourteen (14) days prior to the reserved date.

\_\_\_\_\_ Initials

Hanoverdale Church of the Brethren reserves the right to change the terms of this Agreement at any time without written notification to any party.

I have read the above Policies and Guidelines and agree to adhere to policies and guidelines set forth.

**Usage Fee Total:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**To be Completed by Hanoverdale Church**

Facility Use Application: Sent: \_\_\_\_\_ Received: \_\_\_\_\_ Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

Deposit Amt. Received: \_\_\_\_\_ Key: Yes No Key Given to: \_\_\_\_\_ Date: \_\_\_\_\_

**FINAL INSPECTION**

Date of Inspection: \_\_\_\_\_ Completed by: \_\_\_\_\_ **PASSED FAILED**

**INSPECTOR COMMENTS:**

Key Returned: \_\_\_\_\_ Deposit Returned (If applicable): \_\_\_\_\_ Monies Due: \_\_\_\_\_

Green Copy: Return to Office

White Copy: Retain for Your Records

# HANOVERDALE CHURCH

## Building Capacity

Area	Type of Use	Capacity
Multi-Ministry Center	Audience (Chairs)	175
	Meals (Tables)	175
	Volleyball	2 Short Courts
	Volleyball	1 Full Size Court
	Basketball	1 Full Court
Sanctuary	All	175
Café	All	20
Pavilion	All	100

## Fee Summary Sheet

<b>Membership Status</b>	<b>Activity Class</b>	<b>0 – 4 hours*</b>	<b>4 – 8 hours*</b>	<b>8-12 hours*</b>	<b>Setup/Teardown &lt; 1 hour*</b>	<b>Setup/Teardown &gt;1 hour*</b>
Member	Not for Profit	-----	-----	-----	\$25.00 (optional)	\$50.00 (optional)
Member	For Profit	\$25.00	\$50.00	\$75.00	\$25.00 (optional)	\$50.00 (optional)
Non-Member	-----	\$50.00	\$100.00	\$150.00	\$25.00	\$50.00

\*Denotes per area used

- Multi-Ministry Center
- Café Level
- Sanctuary (Weddings covered under separate policy; no charge for funerals)
- Fourth Floor
- Full Use of Kitchen

There is NO charge for use of the Pavilion.

A surcharge of \$50.00/use will be charged for any activities requiring stage collapse/removal in the Multi-Ministry Center.

A fee of \$50.00 plus \$25.00/hour will be charged for failure to clean an area according to guideline instructions.

A fee of \$20.00/hour will be charged for use of an AV technician.

Non Church Members: Final reservations will not be made until a written request and a \$200.00 refundable deposit is received. This deposit will be refunded if cancellation is made fourteen (14) days or more prior to the reserved date or upon facilities inspection as per the guideline instructions.

**HANOVERDALE CHURCH OF THE BRETHREN  
GENERAL CHURCH FACILITIES POLICY**

1. All activities will be for the honor and glory of God.
2. **Exceptions to stated policy require Church Board approval a minimum of thirty (30) days prior to the event.**
3. Church facilities are open to non-members and local community groups; however, all requests may be subject to evaluation by the Church Board before final approval.
4. All groups are financially responsible for any damage caused during their use of any of the church facilities. Broken or damaged items will be replaced at cost to the group using the church facilities. The facility will be subject to inspection after each use. A custodial fee will be retained from the deposit for failure to clean an area according to guideline instructions.
5. Violations of stated policy may result in refusal of future requests for use.
6. The Facility Coordinator will be responsible for scheduling the use of the church, for proper billing of same, and informing the custodian(s) of the date. Reservations cannot be made more than one year in advance and will not automatically be renewed from year to year.
7. An Agreement will be signed by the group representative using the church facilities and must be on file at least thirty (30) days prior to the event.
8. No foul or abusive language or fighting will be permitted on the church property.
9. Alcohol, smoking, or illegal drugs will not be permitted in any part of the church facilities or on any church property.
10. No form of gambling will be permitted in the facilities or on church property.
11. No social dancing will be permitted in any part of the church building or property.
12. There will be no throwing of rice or confetti in or around the church building.
13. The kitchen will remain locked at all times unless prior arrangements are made.
14. No food or drink will be served in the foyer at any time.
15. Decorations may be set on the tables and may be hung on the carpeted walls in the multi-ministry center in a non-damaging manner. Decorations must be removed at the end of the scheduled event.
16. Athletic shoes with non-marking soles must be worn for recreational activities.
17. The use of bicycles, roller skates, skateboards, rollerblades, or scooters in the church building is prohibited.
18. Any person under the age of 21 using the church facilities must be accompanied by an adult or advisor age 21 or above, who, in turn, will accept the responsibility for the group.
19. No activities will be permitted, which in the judgment of the church, will damage the equipment or facilities.
20. An AV technician is required for any use of audio-visual equipment. A stand-alone lectern with microphone is available at no charge.
21. Use of the stage is by permission only. The church is responsible for set-up and tear-down of the stage extensions if necessary.
22. The basketball rim will be lowered upon request.
23. Persons or groups using the facility will confine their activities to that area of the building unless permission has been secured for using other areas.
24. Individuals or groups using the church facilities need to return all equipment to its appropriate place and must see that the area is adequately cleaned. (See separate Wedding Policy for cleaning requirements.)
25. All paper and garbage will be cleaned up by the group using the facility and placed in the dumpster located outside the church entrance. The multi-ministry center must be available for inspection by 11:00 p.m., 9:00 p.m. on Saturdays.
26. Church facilities, the multi-ministry room, and the kitchen will not be available to non-members or non-church related activities before 1:00 p.m. on any Sunday.
27. There will be no charge for the use of the church facilities for funerals. However, reimbursement of meal expenses at funerals is required.

## **GENERAL KITCHEN USE GUIDELINES FOR MEMBERS & NON-MEMBERS**

1. All scheduling of the kitchen will be coordinated through the **church secretary**. The secretary will then contact the Kitchen Coordinator and inform him/her of the date and contact information.
2. A member of the kitchen committee will supervise kitchen use requiring cooking, whether for members or non-members.
3. Outside catering services are permitted but may require a meeting with the Kitchen Coordinator.
4. Individuals or groups will be responsible for placing and removing tables and chairs for any function using the kitchen and multi-ministry center.
5. Individuals or groups using the multi-ministry center for serving food will need to return items to their appropriate place in the kitchen and must see that both the kitchen and multi-ministry center are clean and swept.
6. All paper and garbage will be cleaned up by the group using the kitchen and placed in the dumpster located outside the main entrance.
7. The kitchen will be subject to inspection after each use. Failure to comply with stated policy will result in custodial fees and/or refusal of future requests for use.
8. The kitchen must remain locked when not in use.

### **Use of Kitchen Facilities**

1. Anyone desiring to use the kitchen (whether for Church related or non-church related activities) should contact a kitchen committee member to determine the type of kitchen use needed for the function. A committee member may need to be present for kitchen use depending on the situation.

Use of the kitchen is defined as follows:

- Light use of the kitchen (Light use is limited use of kitchen). May use the refrigerator, microwave, sink, and coffee maker.
  - Full use of the kitchen (Includes full use of kitchen including all equipment): stove top, convection ovens, warmer, dishwasher, etc.
2. When using the kitchen for Non-Church related activities the following additional guidelines apply.
    - All paper products should be provided for the function. If desired, a price will be provided for paper products.
    - A kitchen committee member who needs to be present for a Non-Church related activity/function will be compensated for their time at \$20.00/hour. Please present payment to the committee member directly.
  3. Any group using the kitchen facility for an activity is responsible to properly clean the kitchen after its use.
    - Wipe down counter tops and equipment used
    - Store utensils, pots and pans, etc., within a day or two after they have air dried
    - Clean sink strainers
    - Empty all garbage cans into the dumpster
    - Wash and store dish cloths and towels (church members only)
    - Date and label any items placed in the refrigerator or freezer (Items not dated and labeled will be thrown out.)

### **Insurance for Use of Multi-Ministry Room**

There is no medical/personal coverage for non-member activities in the church facilities or on the church property. A certificate of liability insurance in the amount of one million dollars must be received with the deposit. You must name Hanoverdale Church of the Brethren as additional insured.

Notify your insurance company or agent that you need a "certificate of liability insurance" in order to rent our facility. This can be obtained from your personal Homeowners Insurance policy.

All groups are required to provide proof of liability coverage for the church's protection. A new certificate is required for every group, each time, since the effective dates of the policy change.