

CHURCH FACILITY POLICY

for NON-MEMBERS

(September 2014)

1. Facility Fee including custodial services as follows:

a. Sanctuary plus Custodial Fee	\$450.00
b. Fellowship Hall plus Custodial Fee	\$450.00
c. Sanctuary & Fellowship Hall plus Custodial Fee	\$650.00
d. Pavilion	\$150.00

2. A 50% deposit is required at the time of booking services. All deposits are refundable up to 4 weeks prior to the scheduled event. Full payment is required one week prior to use. All checks should be made payable to Little Swatara Church of the Brethren.

3. There is a separate fee for “requested services” at Weddings and Receptions.

(These are additional fees paid directly to the “requested help” on the day of service)

a. Sound System Technician	\$50.00 flat fee
b. Kitchen Help	\$10.00 per hour

4. Persons using the church are required to provide a “certificate of insurance”. This form can be obtained by contacting your homeowners insurance company. We will need the name of the insurance carrier and the agent along with address and telephone number of the agent. This information may be emailed to secretary@littleswatara.org , mailed or faxed to the church at 717-933-9223.

5. Non-church related groups may NOT use kitchen or other facilities for fund raising projects.

6. The Secretary shall be in charge of keeping the calendar and informing anyone involved from the church when dates are reserved.

7. **At least a month before your reserved date;** please contact the custodian with your arrival and departure plans.

8. **No throwing of rice**, however birdseed can be used outside of the church building away from the doors. (Birdseed on the premises must be cleaned up by you or an additional custodian fee will be incurred.)
9. Catering services are allowed providing a kitchen representative is present.
10. Alcoholic beverages are not allowed on the premises.
11. Dancing is not allowed in the Fellowship Hall.
12. Smoking in the church or on the property is prohibited.
13. Pets are not allowed on the church property or in church buildings.
14. Applicant is responsible for any breakage or damage to the facilities and grounds.

- 15.
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19. **PAVILION USE**
20. 15. Non-members will be required to make sure the pavilion is clean and orderly upon departure.
- 21.
22. a. Tables should be wiped off and returned to their original position in the pavilion.
23. b. Floors should be swept.
24. c. Place all trash in large trash cans and then take the bags to the dumpster outside of the church.
25. d. Make sure all lights are turned off.
26. e. Make sure that the stove and oven have been turned off and all surfaces have been cleaned.
27. f. Doors should be locked