

St. Andrew United Methodist Church
Box 434, 611 Swamp Creek Road, New Berlinville, PA 19545
610.367.7043

**APPLICATION FOR CHURCH FACILITIES USE (INDOOR AND OUTDOOR)
BY *NON-CHURCH RELATED INDIVIDUAL OR GROUP***

A non-church related group has to submit one application for the use of St. Andrew United Methodist Church (Indoor and or Outdoor) facilities at least three (3) weeks before the scheduled event. St. Andrew United Methodist Church herein referenced as Church. Print all information except for required signatures. The application must be submitted to the Church's Secretary and approved by the Board of Trustees.

Applicant's Name _____

Applicant's Land Line Number () _____ Cell Number () _____

Organization's Name if applicable _____

Applicant's Street Address _____

Applicant's Town _____ State _____ Zip Code _____

State specific reason(s) for request to use Church's facilities _____

Person in charge of the activity must (a) be present before facility is opened, (b) must remain on site at all times until all participants have left the premise.

Date	Time to Open Church	Event's Beginning Time	Ending Time of Event
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_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____
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If more space is needed, on a separate sheet of paper provide the additional data using the above format.

NON-CHURCH RELATED GROUP

Applicant's name requesting use of Church _____ (completed by applicant)

Specifically indicate by an X the area(s) of the Church facilities being requested. Any area not listed below is not available for use.

Upper Level: _____ Welcome Center (Vestibule) _____ Sanctuary (Subject to Trustee Approval)

_____ Library _____ Crib Nursery* _____ Preschool Children*

*Each room requires that two responsible adults must be present when child/children are present

Lower Level: _____ Fellowship Hall _____ Classroom across the hall from the kitchen

_____ Classroom at bottom of stairs leading to Welcome Center

Outdoor: _____ Rear Parking Lot _____ Front Parking Lot _____ Pavilion _____ Grill (Charcoal portion only). Applicant must furnish charcoal and supplies. All unused charcoal must be removed from Church premise after the event.

Complete this section if Church equipment is needed.

_____ Number of needed chairs _____ Number of needed tables

Is Sound System** needed ___ Yes ___ No Is AV** equipment needed ___ Yes ___ No. If yes, specify what AV equipment is needed _____

**Service of Church operator is required or a qualified operator that was approved by Board of Trustee.

Kitchen equipment that is available: sinks and refrigerator. For insurance purpose, no other kitchen equipment can be made available.

The applicant may wish to consider using a carter if food is served.

If the applicant needs any of the above Church equipment, the applicant must call 610.367.8102 at least one (1) week before the scheduled event to meet with a Trustee. The applicant must furnish a diagram outlining in detail where the requesting equipment is to be placed.

Trustees will put in place and remove all church owned equipment.

If applicable, the applicant must cover all tables with a plastic like covering to protect the tabletops. Applicant must furnish all foods, supplies such as but not limited to: plastic table covers, place mats, plates, cups, flatware, cutlery, beverages, ice, etc.

Will the applicant be bringing any other group(s) onto the Church's facilities for this event? ___ Yes ___ No. If yes, name the group(s) and how will the group(s) contributes to the event.

NON-CHURCH RELATED GROUP

Applicant's name requesting use of Church _____ (completed by applicant)

Is this event a fundraiser? Fundraiser includes any activity that asks for money or goods. ___ Yes
___ No. If yes, explain in detail how the net proceeds from this fundraiser will be used.

Non-Church related groups can have one informational table in the Welcome Center (Vestibule). All ordering, distributing and payments are to be conducted in the Fellowship Hall.

Applicant must list below items or equipment that will be brought onto the Church's facilities. The Church will not be responsible for any and all mishaps to and caused by such items. The items or equipment must be approved by the Trustee, or a member of the Trustee. Items and equipment include such as, but not limited to: moon bounce, dunk tank, bungee jumping, animals, etc.

Indemnification

The applicant, all involved individuals assisting the applicant and all applicable organizations requesting the use of the Church's facilities (Indoor and Outdoor) immediately hereby

- Agrees to strictly comply with this policy, all applicable rules and regulations of the Church.
- Agrees to assume full responsibility for any injury to or loss of Church owned or leased property whether on or off site or to the person or property of anyone on or in the Church's facilities, and to hold the Church harmless from any loss or expense, including legal costs, and to make good without expense to the Church.
- Agrees to release, discharge and hold harmless from any liability and lawful actions whatsoever to the Church, Church Council, Any and All Church Committees, any and all Church organizations, Church employees and Church volunteers and congregational members.
- Certifies that the applicant, all involved individuals assisting the applicant and all applicable organizations have read and completely understands this indemnification, agrees to be governed by this indemnification. The applicant has voluntarily signed this release on behalf of the applicant as well as on behalf of all involved individuals assisting the applicant and all applicable organizations and that this indemnification shall be binding on not only the applicant, all individuals assisting the applicant and organization, but also all heirs, administrators, executors and assigns.

NON-CHURCH RELATED GROUP

Charges for **non-church related group** to cover expenses:

There is a four (4) hour maximum use of requested Church facilities and equipment. If additional time is requested, the cost will be prorated on an hourly increment based on the original fee. For example, if the original cost for four (4) hours is \$30; and the request is for five (5) hours, the charge would be \$37.50.

Check for the full amount must be attached to this form before consideration is given to use Church's facilities. The check shall be payable to St. Andrew United Methodist Church.

All inclusive maximum number of people in the Fellowship Hall is 150.

Upper Level:

Library	\$ 75.00
Wedding (entire Upper Level)	\$375.00
Funerals	\$100.00
Sanctuary	\$250.00
Classroom	\$ 75.00

Lower Level:

Fellowship Hall and Kitchen	\$375.00 (Kitchen includes use of refrigerator, freezer and sinks)
Classroom	\$ 75.00
Pavilion	\$100.00 (includes use of charcoal portion of the grill)
Parking	Pending upon how many parking areas is being requested

The above costs can be modified to cover expenses as determined by the Board of Trustees.

Applicant must vacate all Church facilities by 10:00 pm. Applicant shall leave sufficient time to clean up the facility and to meet the time deadline.