

**NOTE: This is for one time or occasional use of church property. If more substantial rental of property is contemplated, a complete rental agreement should be signed by both parties.**

## **Congregation Property Use Resources** **Adopted by Congregation Council, September 4, 2018**

St. Matthew's Lutheran Church's (Keller's Church) primary purpose is to carry on the mission and ministry of the congregation. It has a desire to serve as an outreach to the community and has a number of longstanding relationships with community organizations for ongoing use. The congregation is happy to have your organization/group share our facilities.

So that all church members and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the **Property Use Agreement and Release Form**. A copy of the approved form will be returned to you. This form is to be used only for occasional use such as a once only use or for a few hours one day each week or month.

Building use activities fall under the jurisdiction of the **Church Council**. Requests for building use are managed through the church office on a first come, first served basis. No commitment for building use is finalized until the **User Agreement** has been approved and executed through the Church Office. The request must specify the area to be used (Fellowship Hall, Kitchen, Meeting Room, Welcome Center and/or Sunday School room(s)). Use of the kitchen/kitchen equipment must be specified in the request. Groups must stay in the area that they have reserved and children must be monitored.

Approval for the use of the grounds and/or facilities of St. Matthew's congregation does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use congregational facilities are not to advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within the congregation, its buildings or grounds that conflict with the practices of this congregation and the ELCA. Profit making events are prohibited.

1. It is important for the congregation to check with their insurance carrier or broker when allowing third party use of the premises. Likewise, there may be zoning issues for unusual uses which should be investigated.
2. This form agreement may be used for weddings or other such events.
3. Exceptions to these rules may be made on a case-by-case basis.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Rules and Regulations
- Property Use Agreement Form including Release

## STEPS TO FACILITY USE SCHEDULING

1. Obtain and complete a Property Use Agreement from the church office or from our website: <https://kellerschurch.org/>
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
3. Return the Property Use Agreement to the church office and you will be notified whether it is approved or not approved.

## FEES FOR FACILITY USAGE

St. Matthew's members, other congregations and nonprofit public service events deemed by the Pastor or Church Council to complement the aforementioned mission of the church can be exempt from donations.

Area	Capacity	Usage Fee	Optional Cleaning Fee**
Fellowship Hall *	250 people	\$150	\$50
Welcome Center	50 people	\$100	\$40
Meeting Room	25 people	\$ 75	\$25
Classroom(s)	10-20 people	\$ 50	\$25

\*Additional \$25 for use of the kitchen ovens

\*\*If the facility is not left in approved condition OR if cleaning is contracted prior to the event. Fees are for a maximum of 4 hours; \$25 an hour will be charged for each additional hour.

A \$100 security deposit is required for all events and is due with this form. Please send to St. Matthew's Lutheran Church, 3668 Ridge Road, Perkasie, PA 18944.

## RULES AND REGULATIONS

1. **CHURCH PROPERTY** - Church property will not be loaned, borrowed, or removed from church premises. Church property such as chairs, tables, tablecloths, etc. may be used when using the facility under the rules herein.

2. **FACILITY CARE** - The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place. All tables and chairs need to be wiped down and properly stored or returned to their original positions. A floor plan will be provided for the various areas. Trash containers need to be emptied and material should be put into the appropriate dumpster in the lower parking lot. Extra trash bags are in the kitchen closet. Be sure that lights are turned off, (**please do not adjust the lights in the Fellowship Hall or Welcome Center – lights are automated**), and doors, blinds, and windows closed. Please be sure rest rooms are left tidy, counters are wiped & trash is picked up and removed. Carpets, need to be vacuumed at the end of the event, using the vacuum cleaner located in the kitchen closet. If something significant is spilled on the carpet, use the hand held Bissell Stain Eraser carpet machine. Tile floors (kitchen, bathroom) need to be swept, and if significantly dirty please use the wet mop kept in the kitchen closet. All cleaning supplies and paper products are in the kitchen closet with instructions. Please be sure all inside doors are closed and outside doors are closed and locked. There is a carpet sweeper in the kitchen area of the Welcome Center for that carpet. **If you are paying a cleaning fee you only need to put the furniture back the way you found it.**
3. **FIRES** - **No fires** may be built in or on church property.
4. **PROHIBITED ACTIVITIES** - Alcoholic beverages, illegal drugs, weapons, smoking, games of chance, the use of profane language, and conduct unbecoming the sanctity of the church are strictly prohibited.
5. **PARKING** - There is no parking along the Ridge Road side of the church. Loading and unloading only in front of the Welcome Center.
6. **BUILDING USE** - All groups agree that they will ensure that all event participants leave the building after the event.
7. **SUPERVISION OF CHILDREN AND YOUTH** - The congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:
  - No fewer than two adults should be present at all times during any program or event involving children.
  - Adult supervision is required at all times both inside and outside of the church property including playground and parking lot.
  - Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.
8. **FOOD AND DRINK** - Food and drink should be limited to your contracted space. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted. Please do not leave leftover food or drink in the kitchen.
9. **DECORATIONS** - Decorations may be attached to the walls or doors with removable painter's tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.

10. **AUDIO VISUAL EQUIPMENT** - Audio/Visual Equipment is available for use. An additional use agreement is available from the church office.
11. **EMERGENCY SCHEDULING CONFLICTS** - The congregation reserves the right to pre-empt any facility for its own use in cases of emergencies, such as funerals. Notice will be provided as early as possible.
12. **STORAGE** - Excess storage is limited for organizations other than church groups, as such; all organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.
13. **BREAKAGE** - All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building and/or its furnishings and equipment which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.
14. **SECURITY** - The congregation works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The congregation is not responsible for theft or damage to personal property.
15. **FINAL DECISIONS** - In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Church Council or their delegated representative shall decide the matter and all individuals and groups shall abide by the Church Council's directions or forfeit the use of any part of the facility **immediately**.

**ST. MATTHEW'S LUTHERAN CHURCH**

**3668 Ridge Road**

**Perkasie PA 18944**

**215-795-2965**

**[office@kellerschurch.org](mailto:office@kellerschurch.org)**

# PROPERTY USE AGREEMENT and RELEASE FORM for St. Matthew's Evangelical Lutheran Church

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

Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Organization's Purpose: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Frequency: \_\_\_ One Time Only \_\_\_ Weekly \_\_\_ Monthly \_\_\_ Other

Which day of the week:

\_\_\_ Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun

## **General Information**

Describe *IN DETAIL* the type of event you will be bringing to our facility, including number of participants.

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Is your group a Nonprofit 501(c)(3) organization?

Yes: \_\_\_ No: \_\_\_

Nonprofit Tax ID Number: \_\_\_\_\_

## **Rooms/Resources Requested:**

\_\_\_ Fellowship Hall

\_\_\_ Welcome Center

\_\_\_ Meeting Rom

\_\_\_ Kitchen

\_\_\_ Classroom (s)

Anticipated Number of Participants: \_\_\_\_\_

Will food or drink be consumed? \_\_\_ Yes \_\_\_ No

Special Needs or Requests

**Certificate of Insurance Requirements** - *Non-church groups are required to provide event insurance.* A certificate should be turned in to the church office at least a week before the first use. For continuing usage, the form should be renewed annually.

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**Fee Arrangement**

Your payment is to be paid in full in the amount of \$\_\_\_\_\_ by \_\_\_\_\_ and is due with this form. Deposit Fee: \$100.00 (check or money order) will be returned to you by mail after the event if room is cleaned and back in order.

\$\_\_\_\_\_ was paid on \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_ office initials \_\_\_\_\_

**Release and Indemnity Agreement**

This Release and Indemnity Agreement is between \_\_\_\_\_ (organization or individual) and St. Matthew's Lutheran Church (for use of the property describe above for meetings and other activities.)

NOW, THEREFORE, in consideration of \_\_\_\_\_ permitting the organization or individual(s) to use the property described herein, the organization or individual(s) agree(s) as follows

Organization or individual(s) hereby indemnify, hold harmless, releases, and discharges St. Matthew's Lutheran Church and its administrator, directors, agents, officers, members, volunteers, and/or employees, from any and all liability, claims, demands, losses or damages arising out of the use of the property.

**ACCEPTANCE OF RESPONSIBILITY**

I/We agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of this activity. I/We will remove all signs posted by my/our group after the meeting has ended. I/We further agree that the church property will be used in accordance with the Rules and Regulations of the congregation (a copy Property Use Resources including the Rules has been received) and I/We hereby consent to the Release and Indemnity Agreement.

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

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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**Congregation**

\_\_\_\_\_ Request Approved                      \_\_\_\_\_ Request Denied

Signature \_\_\_\_\_ Date \_\_\_\_\_