***BUILDING USE APPLICATION***

***REFORMATION EVANGELICAL LUTHERAN CHURCH***

*3670 PERKIOMEN AVE*

*READING, PA 19606*

*610-779-0534*

Reformation Church encourages the maximum use of church facilities for community programs. Applications for building use may be obtained from the church office and should be returned to the church secretary. The secretary in matters of an ordinary nature may grant approval or disapproval. Requests by individuals or groups unfamiliar to the church will be taken to the congregation council for approval or disapproval. The church council meets monthly.

GUIDELINES & REGULATIONS:

1. Consideration will be given to the applicant’s need to use church-owned equipment.
2. In the event of an emergency or uncontrollable situation, use of facilities by church groups precludes all commitments to other groups.
3. Children must be supervised at all times.
4. Applicant agrees to thoroughly clean the space provided before leaving, lock doors and turn off lights. Please follow the “Room Guidelines” provided on separate paper.
5. The applicant agrees to make good to the church for any loss or damages occurring during the time the applicant used the building.
6. Groups utilizing the facility will provide a certificate of insurance.
7. The following [a] preparation of food in the church kitchen unless otherwise negotiated.

Are prohibited: [b] smoking in the church building

[c] Bringing any alcoholic beverages or controlled drugs into the church building

**Suggested donations for those using the facility:**

**For nonprofit groups using the facility once: $20 per hour to cover cost of the sexton.**

**Non-profit groups who use the facility on a regular basis are encouraged to make donations to assist with heating and electricity costs.**

**For individuals who are not members of Reformation: $20 per hour to cover cost of the sexton and $100.00 for Social Hall and $30.00 for each classroom.**

**Members of Reformation may make a donation to cover facility costs.**

**Weddings at Reformation:** *costs include facility and staff costs. One check should be written out to Reformation Lutheran Church the week of the wedding.*

**For active members of Reformation: $350**

**For nonmembers or inactive members of Reformation after approval: $500**

**NOTE**: When the use of significant space is requested, the application for building use will be reviewed by the congregation council on an annual basis to make sure that the request does not conflict with the changing ministry needs of the congregation.

**Thank you for selecting Reformation Evangelical Lutheran Church for your meeting space.**

**PLEASE COMPLETE AND RETURN TO THE CHURCH OFFICE.**

Date of application: \_\_\_\_\_\_\_\_\_\_\_\_ Member of Reformation: \_\_\_\_\_\_

Name of individual and organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional information about event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning time: \_\_\_\_\_\_\_\_ Ending time: \_\_\_\_\_\_\_\_

Room/s needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated attendance: \_\_\_\_\_\_

Equipment required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor(s) in charge: NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read the BUILDING USE GUIDELINES & REGULATIONS and agree to abide by them. I recognize that failure to do so can result in the cancellation of the application.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ revised 1/13