***BUILDING USE APPLICATION***

***REFORMATION EVANGELICAL LUTHERAN CHURCH***

*3670 PERKIOMEN AVE*

*READING, PA 19606*

*610-779-0534*

Reformation Lutheran Church encourages the use of church facilities for community programs. Applications for building use may be obtained from the church office and/or online at [www.reformationlutheran.org](http://www.reformationlutheran.org) and should be returned to the church secretary. The secretary in matters of an ordinary nature may grant approval or disapproval. If needed, 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. In the event of an emergency or uncontrollable situation, use of facilities by church groups **precludes** all commitments to other groups.
2. Children must be supervised at all times.
3. Applicant agrees to:
	1. thoroughly clean the space provided before leaving
	2. return furniture to its original location (where it was found)
	3. lock doors
	4. turn off all lights
	5. check bathrooms
4. If applicant brings items into the building, they are to be removed when you leave. Nothing should be stored in the building unless agreed upon with the church secretary.
5. The applicant agrees to make good to the church for any loss or damages occurring during the time the applicant used the building. The applicant is required to phone the church secretary during office hours with loss or damage concerns.
6. Groups utilizing the facility will provide a certificate of insurance.
7. The following are prohibited:
	1. preparation of food in the church kitchen unless otherwise negotiated.
	2. smoking in the church building
	3. bringing any alcoholic beverage, controlled drugs, and/or weapons into the church building, unless you are carrying in a professional capacity.
8. If using WIFI, our guest internet address is: RLC Guest Code 6107790534.
9. No key is to be transferred or loaned to someone for any reason (replacement cost $20). Any key holder coming off a Committee or Group is to turn in their key. Please sign the key registration form.

**FEES AND SUGGESTED DONATIONS:**

* **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 use of the Parish Hall/$30.00 for use of each classroom.**
* **Members of Reformation may make a donation to cover facility costs.**

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

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

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

Date of application: \_\_\_\_\_\_\_\_\_\_\_\_ Member of Reformation(Y/N) \_\_\_\_\_\_\_

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

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

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

Start time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End time: \_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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 and use of space.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ revised 7/16