



## Christ Hamilton United Lutheran Church

Hamilton Square, Pennsylvania

419 Bossardsville Rd Stroudsburg, Pa 18360

Office: (570) 992-4085 F: (570) 992-5921

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### MISSION STATEMENT:

#### **Glorifying Christ, Making Disciples.**

"Glorifying Christ, our family of faith strives to be more like Jesus, making Disciples of ALL, intentionally reaching out as witnesses of His love, every day and in every way.

Dear Friends,

Christ Hamilton Church is grateful for the opportunity to serve the community by allowing use our facilities. We view the use of our property as not only service, but a ministry, a task we are called to by God.

The number of requests that we receive to use our building is remarkable. In an effort to keep good order and maximize our ability to serve, I ask that you carefully read this letter, and the enclosed material, and respond appropriately.

1. Attached is a sheet requesting information about your group. Christ Hamilton asks that the reason for your event agrees with our Mission Statement. The request form must be filled out and returned to us before the event can be approved. All building requests must be updated annually, so please return your sheet even if you have previously submitted one to the church office. Please keep the remainder of the information for your files.
2. On the next page is information outlining policies and procedures relating to the use of our facilities. Our custodial staff works diligently to keep our buildings clean, keep our utility costs down, and prepare appropriately for the variety of uses of our facilities. Please help us to keep custodial costs to your group at a minimum by putting things back the way you found them.
3. There has been a long standing policy prohibiting the use of alcohol or drugs on the church property. Smoking is also prohibited from all church buildings and grounds, as is gambling and gaming of any kind. (Silent auctions are permitted only if the item and the value are identified). Christ Hamilton reserves the right to refuse use when the purpose of the group is determined to be counter to the Church Mission.
4. Enclosed you will also find a sheet of suggested donations to the church for the use of our facilities. As stated above, we view the use of our facilities as a ministry. At this time, no group will be asked to leave for failure to comply with the suggested donation for the use of space. However, we will periodically examine the relationship between the cost of this ministry and the willingness of those who participate to contribute to this ministry. Please examine what you are currently contributing for the use of space, and make any adjustment you feel necessary.
5. Please understand, due to our own ministries and on-going events, we do not usually schedule any outside events on Sundays.

Please feel free to call the church office if you have any questions or need any clarification.

Thank you for your cooperation.

## Use of Christ Hamilton United Lutheran Church's Facilities

1. **Purpose:** Our facilities are provided primarily to permit the congregation to accomplish its ministries. The facilities are available to our members, and not-for-profit groups on a first come, first served basis, upon acceptance of an application through the church office. Non-member functions will not be booked more than three months prior to the event. Even with prior booking, Church programming will take precedence over outside rentals.
2. **Contact Information:** Church Secretary: Phone: 570-992-4085; fax 570-992-5921; email: [chulc@ptd.net](mailto:chulc@ptd.net); Facebook: [www.facebook.com/christhamilton.org/](http://www.facebook.com/christhamilton.org/); Web Page: Christhamilton.org
3. **Facilities:** Facilities available include meeting rooms, classrooms, sanctuary, gymnasium, kitchens and outside Pavilion.
4. **Suggested donations:** A schedule of suggested donations for use of church facilities and sexton services has been established for groups which do not fall within the category of church sponsorship.
5. **Insurance:** Insurance coverage is not required for any individual using the facilities for a specific function. Any group usage requires a certificate of insurance naming Christ Hamilton United Lutheran Church as an additional insured with a minimum Comprehensive General Liability combined single limit of \$500,000.
6. **Rules for use:** Any group or individuals using any of the buildings or grounds at Christ Hamilton, must communicate with and receive prior approval from church office staff, and a written, signed "Request for Use of Building & Facilities Form". There shall be two adults (18 or older) who are in charge of the activity. At least one of these individuals shall be present whenever any members of the group are present. These individuals are responsible for the conduct of the members and the care of the facilities. They shall see that the following rules are observed.

### A. Conduct:

- No fighting or rowdy behavior
- No abusive behavior
- No defacement of property
- No obscene language or behavior
- No presence or consumption of alcoholic beverages or illegal substances
- No smoking on the grounds or in any facility
- No gambling or gaming
- No red juice or glitter allowed because it is impossible to clean up
- Individuals are to remain in authorized room(s), rest rooms, and immediately adjacent passages
- Youth and children must be supervised at all times.

### B. Facilities Care:

- Rooms are to be kept clean and neat, and will be swept broom clean after use. Lights turned off and windows closed. In Covenant House, wall unit air conditioners and heat timers turned off after use. The Light House does not have user controls available for heat or air conditioning.
- Garbage removed from waste receptacles to the dumpster. Plastic garbage bags replaced.
- All doors to all rooms must be closed when you leave. This is for fire regulation and containment purposes
- Rooms are to be restored to their initial condition and arrangement when session ends (tables, chairs, fixtures, AV Equipment).
- No posters, charts, or decorations are to be affixed to walls or doors without prior authorization.
- No duct tape is to be used on walls, floors or carpeting. (Painters tape permitted on floors)
- Users are responsible for kitchen clean-up. Please clean and dry any dishes, cups or utensils in the kitchen. Please remove all unused food, do not leave any leftovers in the refrigerator or freezer. Remove all trash to the dumpster, and replace plastic garbage bags. Additional janitorial costs incurred by the church will be billed to the renting party.

- All trash must be bagged and put in dumpster
- All floors in usage area should be swept broom clean.
- All users of the facilities for large gatherings of 75 or more people will be required to pay a building supervisor (church employee) to be on the premises for the duration of the event.
- Any damage or breakage must be reported within 24 hours to the church office. Responsibility for damages will be assessed at that time.

**C. Access to Facilities**

- Access to facilities will be provided by church member or employee
- Groups meeting on a regular basis may be given key locked box code access

**D. Cleaning Supplies, Restrooms, Heating and Air Conditioning:**

- Garbage can liners
- Broom and dustbin
- Vacuum Cleaner
- Mop (in case of spillage)
- Restroom facilities
- Heat and Air conditioning

**E. Receipt of Donations**

- Donations may be brought to the church office, placed in the mail slot in the church office door, or mailed to the attention of the Church Secretary
- Donation checks should be clearly marked (Organization, Date of Use, etc.)

**EXCEPTIONS TO ANY OF THE ABOVE RULES MUST BE PRE-AUTHORIZED IN WRITING AS PART OF THE “Request for Use of Building & Facilities Form”.**

**Request for Use of Building & Facilities Form**

Name of Individual or Organization \_\_\_\_\_

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

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

Adults (18 years or older) responsible for event ("Organizer(s)"): \_\_\_\_\_

(1) Name \_\_\_\_\_ : Phone number \_\_\_\_\_

(2) Name: \_\_\_\_\_ : Phone number \_\_\_\_\_

(3) Name: \_\_\_\_\_ : Phone number \_\_\_\_\_

Date and Time (from preparation through clean-up) of Requested Use:

First Date Choice \_\_\_\_\_ ; Second Date Choice \_\_\_\_\_

Is this request for a:

\_\_\_\_\_ One Time Use Event

\_\_\_\_\_ Use over extended period of time with beginning and end date: Beginning \_\_\_\_\_ ; Ending \_\_\_\_\_

\_\_\_\_\_ Ongoing, regular use without beginning and end date

Nature of organization: \_\_\_\_\_

Purpose of use: \_\_\_\_\_

Describe the nature of the activity and how it ties in with the Mission Statement of Christ Hamilton:

What activities will be part of your event:

Meal

Gym activity

Refreshments

Dancing

Need for Sound Amplification, Music, LCD Projection, VCR/ DVD/ Cassette Player/ Equipment

Lecture or other discussion

Wedding or baptismal party

Funeral

Communications about your event: Facebook page: \_\_\_\_\_ Email to participants: \_\_\_\_\_

Other (specify) \_\_\_\_\_

Indicate which item(s) best describe your organization's situation for this request:

Church Sponsored Group or Event

Church Member Event or Non-Profit Group with Church Member Participant

Non-Church Member or Non-profit Group without Church Member Participant

Other (specify): \_\_\_\_\_

Description of the Group:

Group Size: Total # of people \_\_\_\_\_

Makeup of Group:  Adults 18 and over

Teens 13-17

Children 0-12

Catering Information:

Caterer and Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Telephone # \_\_\_\_\_ Email: \_\_\_\_\_

Contact person if facility use changes (church event): \_\_\_\_\_ Phone: \_\_\_\_\_ email: \_\_\_\_\_

What facilities/ room/ building/ grounds would you like to use?

- Sanctuary
- Covenant House Building
  - Covenant House main room w/ kitchen       w/out kitchen
  - Classroom(s): Number needed \_\_\_\_\_
- Light House Building
  - Serving Area     with kitchen     without kitchen
  - Gym     with kitchen     without kitchen
  - Gym with serving area and kitchen
  - Gym with serving area
  - Classroom (s): Number needed \_\_\_\_\_
  - Pavilion
  - Grounds: (Please specify): \_\_\_\_\_

**YOUR AGREEMENT**

- I. I am at least 18 years of age, have reviewed and agree to adhere to the rules for use of the facilities. Our required insurance certificate is attached.
- II. I enclose our donation in the amount of \$\_\_\_\_\_ for our use of the facilities.
- III. I enclose a deposit in the amount of \$100 in excess of the donation for use of the facility to be refunded after the event if facilities require no clean-up, or have no damage.
- III. I acknowledge that our group or its members individually will not financially profit from the event for which we request use of the facilities.
- IV. I represent that the person signing below has authority to commit our group to use of the facilities.
- V. We agree to indemnify and hold harmless Christ Hamilton United Lutheran Church, its paid staff, and leadership from any damage and liability howsoever resulting from this agreement and use of Christ Hamilton United Lutheran Church Facilities and Grounds. Further, we agree to bear the costs for all damages, real or by legal action, arising from the use of the facilities.
- VI. If we are using the event for a gym activity, we represent that the Organizer(s) identified above will secure a release signed by each participant in the form accompanying this request and provide the original of each to the Church Office no later than the date of the first scheduled activity requested.

Date: \_\_\_\_\_ PRINT AND SIGN: \_\_\_\_\_

Witness Signature (Print and Sign): \_\_\_\_\_

Office Use:

Donation Received: Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Check or Cash: \_\_\_\_\_

Donation acknowledged by: \_\_\_\_\_ Date: \_\_\_\_\_ How: \_\_\_\_\_

Deposit Received: Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Check or Cash: \_\_\_\_\_

Insurance Certificate Received: \_\_\_\_\_ Date: \_\_\_\_\_ Verified by: \_\_\_\_\_ on \_\_\_\_\_

Gym use participant release signed by each participant Received: \_\_\_\_\_ Date: \_\_\_\_\_

Request Approved By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Date this Request must be renewed: \_\_\_\_\_

Review of rules completed by: \_\_\_\_\_ on \_\_\_\_\_

Tour and orientation to facilities completed by: \_\_\_\_\_ on \_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

**Donation:**

**Single Use or Single Event:**

	<b>Voting Member</b> Of Christ Hamilton United Lutheran Church (including children and grandchildren of Voting Members) hold the event	<b>All Others</b>
Sanctuary	\$0	\$200
Pavilion	\$75	\$150
<b>Event</b>		
Covenant House	\$150	\$300
Light House	\$200	\$400
<b>Meeting*</b>		
Covenant House*	\$100	\$200
Light House*	\$100	\$300
Building Supervisor (required for large events and meetings with 75 or more participants)	\$25 / hour	\$25 / hour

**Repeated or Regular Use during the year by a group:**

	<b>Voting Member</b> Of Christ Hamilton United Lutheran Church (including children and grandchildren of Voting Members) are part of the group	<b>All Others</b>
Pavilion and Ball Field (Includes Bathroom Facility)	\$25 per use	\$35 per use
Covenant House	\$25 per use	\$35 per use
Light House	\$25 per use	\$35 per use

Donations “in kind” to PVEN will be considered in lieu of Cash Donation