

Schoenbrunn Community Moravian Church
Christ called. Christ centered. Christ sent...loving all.

**Application for Building Use
Members**

Person(s) desiring to use the facility must complete and submit a written "Application for Building Use" a minimum of 30 days prior to the date of use. The church office maintains a calendar of approved usage to assist in avoiding scheduling conflicts. This calendar is available on-line as part of the SCMC.org website. The application must then be presented to both the Board of Elders and the Board of Trustees for approval. **If approved, the applicant will be notified by the Financial Secretary with instructions regarding payment of rental fees as well as the access code and instructions regarding the temperature controls.**

Name of person making application: _____

Purpose: _____

Rooms requested: Sanctuary _____ Classroom _____ Fellowship Hall and Kitchen _____

Date and time of use: Date(s) _____ Time(s) _____

Frequency of use: Once _____ Weekly _____ Monthly _____

Number of attendees: Adults _____ Children/Youth _____ Age range of children/youth _____

If request is for a wedding, please use the Application for Wedding Use.

If permission to use the facility is granted, does the group agree not to hold the Schoenbrunn Community Moravian Church, its officers or pastor, as well as the Moravian Church in America Northern Province, liable for any personal injuries or damage to the property which might occur while the group is using the building? And, if someone associated with your group should take legal action against the congregation, its officers or pastor, as well as the Moravian Church in American Northern Province; does your group agree to pay the cost of all legal fees which are related to such actions?

Yes _____ No _____

Your Rental fee of \$50 is payable following the approval of the request but no later than 2 weeks prior to your requested date. Make checks payable to: Schoenbrunn Community Moravian Church. Information regarding lockbox access and thermostat details can be found on the Facility Use Policy Rules and Regulations.

****Please sign page 2 and return both pages to the financial secretary's office or email to financialsecretary@scmchurch.org .****

I have read the Schoenbrunn Community Moravian Church Facility Use Policy General Rules and Conditions of Use. If we are granted permission to use the facility, we agree that our group/organization will strictly abide by the guidelines of that policy.

Signed: _____ Printed Name: _____

Address: _____

Phone: _____ Date: _____

Email: _____

****Please notify the church office if there are any changes to this information.****

**** Return both forms to financialsecretary@scmchurch.org or to the financial secretary.****

Refusal or cancellation of use: The Joint Board has the right to refuse or cancel any application for use. The applicant will be given written or verbal notice of refusal and cancellations with an appropriate explanation. Requests for use may be denied or use cancelled for the following reasons, including, but not limited to:

1. Unsatisfactory prior use.
2. Non-payment of fees before due date.
3. Not giving proper cancellation notice.

If the church, due to unforeseen circumstances, makes a cancellation because the facility is unusable or unsafe, a full refund will be made.

A written/verbal notice of cancellation is requested to be given seven (7) days before the intended use for a full refund. No refund will be made if the written/verbal notice of cancellation occurs less than seven (7) days before the intended date of use without the full approval of the Joint Board.

For office Use only:

Elders approved: _____ Date: _____ Signature: _____

Trustees approved: _____ Date: _____ Signature: _____

Rental fee received: _____ Date: _____ Initials: _____

Rental fee returned: _____ Date: _____ Initials: _____

Schoenbrunn Community Moravian Church

Facility Use Policy

General Rules and Conditions of Use

General Rules: We believe that God wants all of us to be responsible stewards and caretakers of the resources that He has given to us; therefore, we extend the privilege of using the building to others as part of the congregation's ministry to the community. In cases where any of the following rules have been violated, as determined by the Board of Trustees, the applicant shall be liable for the full cost of materials, labor, replacement, repairs or damages (over and above rental fee). Therefore, please abide by these general rules:

ALL groups/person(s) are responsible for their event clean-up, including but limited to:

1. The kitchen and rooms must be left clean and in the same or better condition than they were in before the activity.
2. Cleaning of all equipment used, including stove, chairs, tables and counter areas.
3. All floors must be swept.
4. All litter and trash must be picked up and moved to the outside trash receptacles.
5. Return and relocate all equipment used during an event to its proper location.

There will be **NO SMOKING** in any church building and no use of any alcoholic beverages on the church property or parking lot at any time. No church property will be used for any political purposes. No device which produces flames, sparks, smoke or explosives may be used in or about the church.

Animals are NOT permitted unless they are service animals used in aiding an individual or when approved by the Joint Board.

All decorations and signage are the responsibility of the user. **NO DECORATIONS OR SIGNS SHALL BE PERMITTED TO BE HUNG, TAPED, TACKED OR NAILED TO THE CEILING TILES IN THE FELLOWSHIP HALL OR TO ANY WALLS OR CEILING IN THE SANCTUARY.**

Chairs, tables, china, kitchenware and other such equipment ARE NOT to be borrowed or removed from the church property without prior written approval of the pastor and the Joint Board.

Thermostats are electronically controlled and may only be adjusted by authorized personnel.

A key code will be given to users prior to the event to gain access to the key box by the back door. **In the event that the key is lost or not returned to the lockbox a charge of \$500 will be assessed for the purpose of rekeying the building.**

The Joint Board reserves the right to LIMIT the use of the facilities and the number of uses by any one group so that the entire community may make use of the facilities available.

Multiple and/or repeat reservations of any given group will be contingent upon their appropriate care of the facility and observance of approved rules and regulations.

Groups may reserve meeting rooms monthly or weekly up to 12 months. After 12 months, a new application for building use is required for review.

All events involving youth or children must be supervised at all times for person(s) over 21 years of age. No children are ever to be left unattended anywhere in the church building or on church property.

At no time shall Fire Exits be covered or obstructed.

Schoenbrunn Community Moravian Church assumes to responsibility for clothing, jewelry, money, materials, equipment or any other items left at the church at any time. Any items remaining will be assumed to be trash and will be discarded.