

ENOLA EMMANUEL UNITED METHODIST CHURCH

22 Salt Road, Enola, PA 17025 Phone: 717-732-1713 Email: office@eeumc.org

Guidelines and Conditions for Facility Use

General:

Use of church facilities requires that persons be responsible in behavior as an act of good stewardship.

All space that is utilized for a function must be cleaned, returned to original condition, including tables and chairs.

Set up, including tables and chairs is the responsibility of the party reserving the Fellowship Hall, Conference room, or other rooms. Clean up is also responsibility of party making reservations.

Smoking and alcoholic beverages are not permitted within the confines of the Enola Emmanuel United Methodist Church property.

Sunday Limitations:

Facility Use on Sundays is limited to the hours of 12 to 5 pm, including set-up, function, and clean up.

Supervision of Children

Children must be attended to by authorized adults. If this is an organization function, those serving to provide child supervision should have clearances according to Pennsylvania law (HR 435, passed 10-22-14).

Space used for child care is to be cleaned and returned to original condition. If there is any damage to the facility/property or additional cleaning is required, the \$50 per hour fee would be implemented.

Room Guidelines:

Table centerpieces, standing decorations (such as artificial trees, plants, arbors) are approved for decoration of the room(s).

Taping, stapling, or tacking on walls, doors, ceilings, or woodwork is not allowed under any circumstances. The use of glitter is not allowed.

You must supply your own paper products, including table covers.

Kitchen Guidelines:

The use of the kitchen by any non-member shall be limited to a SERVING kitchen only. All food preparation must be completed off premises. This includes caterers.

Members may use dishes, utensils, glassware, pots and pans, roasters and crock-pots, coffee makers, dishcloths and tea towels. All equipment used must be washed, dried, and returned to their original storage location. Used dishcloths, tea towels, etc. should be put into empty washer with the lid left open.

Do not operate the dishwasher, washing machine, clothes dryer or gas stove.

"EEUMC Member" use of facilities shall include any use BY or FOR a church member or active constituent.

There shall be NO fee for church affiliated groups or programs. "Church affiliated groups" shall include (and not limited to) Sunday School classes, United Methodist Women, choir, bazaar workers, egg makers, etc. Scouting troops may meet without fee; however, scouting events may incur a fee, with the approval of the Administrative Council.

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Pricing for Use of EEUMC Facilities

USE OF FELLOWSHIP HALL

EEUMC Member: Applying for personal use; i.e. birthday party, shower, retirement party, etc.
\$75.00 Fee- Up to 50 people \$125.00 Fee-101 to 150 people
\$100.00 Fee - 51 to 100 people \$150.00 Fee-151 to 200 people

Space to be cleaned and returned to original condition.
\$50.00 per hour billed, if additional cleaning or resetting space is required.

Outside Organization: A member applying on behalf of a non-church group;
i.e. social clubs, athletic leagues, etc.
\$100.00 Fee- Up to 50 people \$175.00 Fee-101 to 150 people
\$125.00 Fee-51 to 100 people \$200.00 Fee-151 to 200 people

Space to be cleaned and returned to original condition.
\$50.00 per hour billed, if additional cleaning or resetting space is required.

EEUMC Non-Member: \$300.00 charge for up to 4 hours use; maximum 200 people.
\$50.00 per hour for each additional hour (no later than 10 PM).
\$200.00 refundable deposit required. \$ 50.00 cancellation fee.

Space to be cleaned and returned to original condition.
Deposit will not be refunded if there is any damage to the facility/property
or additional cleaning is required.

Funeral Luncheons There shall be NO fee for any funeral luncheon.
Donations for luncheons are accepted.
The designation of funds donated is United Methodist Women.

USE OF KITCHEN

EEUMC Member: \$30.00 fee, when using kitchen when cooking food at church.
Space to be cleaned and returned to original condition.
\$25.00 per hour will be billed if additional cleaning is required.

EEUMC Non-Member: \$50.00 fee, when using kitchen.
Space to be cleaned and returned to original condition.

The use of the kitchen by any non-member shall be limited to a SERVING kitchen only.
All food preparation must be completed off premises. This includes caterers.

A church representative will familiarize the renter concerning the kitchen operations and use of fellowship hall.

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USE OF CONFERENCE ROOM

\$25.00 Fee for up to 2 hours.

\$15.00 per additional hour; no more than 4 hours.

USE OF OUTDOOR PAVILION

\$25.00 Fee for the use up to 2 hours in length.

\$15.00 per additional hour; no more than 4 hours.

\$25.00 additional for use of electric and water.

APPLICATION PROCEDURES

1. Download an application from the church website or obtain a paper copy from the church.
2. Read the Guidelines and Conditions Document.
3. Complete the application.
4. Submit the signed application **and fee** to EEUMC Office, 22 Salt Road, Enola, PA 17025
Checks should be made payable to EEUMC

Note:

If the application is not approved, a full refund will be given.

If events require church to close, approval will be rescinded and all fees refunded.

