



BUILDING USE AGREEMENT & FEE SCHEDULE

United Church of Christ of Hummelstown
104 East Main Street Hummelstown, PA 17036
www.hummelstownucc.org 717-566-8893

Church Building Usage

The United Church of Christ of Hummelstown is pleased that you are considering the use of the church facilities for your function. The building and facilities of the church have been provided for the use of the congregation in its activities of worship, fellowship and service. It is expected that the building and facilities will be used by groups representing wider concerns of the church and the community in line with our vision and mission, but the use of the church by the congregation to achieve its mission is primary. We reserve the right to deny the rental of our building if your function is not in line with the vision and ministry of the church and/or if you object to any of the conditions contained in this agreement. Programs sponsored by the congregation, approved organizations, or led by one of the staff of this church, may be held without fee. After congregational use, nonprofit organizations will receive priority in scheduling. All use of church facilities will receive approval by the Gift Team Board.

1. Initial Consent

Prospective users request the use of the facility from the pastor or Chair of the Gift Team Board before any agreement is signed. The purpose of this contact is to ensure that the planned activity is in line with Church policy and mission. This initial contact is not to be confused with the sanctioning of the event and/or approval of the use of our facilities. The sole purpose of this contact is to gather information regarding the nature of the event, the details of the proposed activity, and the way the Church's facilities would be used.

2. Use of Church Name

Assuming the Church and the renter come to terms and the Church's facilities are made available for the proposed function, the Church understands that its name and address could be used for the promotional purpose of indicating where the

event is to take place only. If the Church's name and address is to be used for other than directional purposes, the advertisement must be preapproved by the Church. If the event is not a Church activity, under no circumstances is the promotion to give the impression that the Church is doing anything more than renting the use of its facilities.

3. Parking

The Church will make available its limited off-street parking in the rear of the Church and the auxiliary Church Lot. The Church does not provide security for these lots, nor is it responsible for any loss or damage that may occur from any vehicle parked on these lots. Street parking is available surrounding the Church, but it remains the responsibility of the individual to abide by any rules and regulations of the Borough of Hummelstown for on street parking.

4. General Building Use

Kitchen Use: Prior to the use of any of the Church's kitchen facilities, responsible individuals for the event must inform the church of their intent related to food preparation and distribution. Church approval and instructions will be given on the use of all appliances. Only those individuals who receive such instruction are authorized to utilize the appliances. Before leaving, clean all appliances & counter tops, mop up any spills and sweep the floor. All appliances must be checked to ensure they have been completely turned off prior to leaving.

Tables and chairs: Tables and chairs are to be returned to their original location.

Piano and Organ: The piano and organ shall be available for use only upon approval by the Church Organist. The piano shall be moved only with the permission of and in the presence of the Church Organist or designated representative. The renter shall remain liable for any damages or necessary repairs to either the piano or organ occasioned by their use, ordinary wear and tear excepted.

Paper products: Use of paper products is permitted, but will be provided by the renter, and disposed in the dumpster at the rear of the Church building. The Church has a "no Styrofoam" policy. If the use of church dishes or utensils is desired, prior consent and instructions must be given on the commercial dish washing procedure.

Restrooms: Restrooms are to be used as needed. Please make sure that all

faucets in the building are turned off; toilets are flushed, and the water has stopped running; and all lights and fans are turned off.

Elevator: Prior to the use of the elevator, one individual must receive instruction from a Church representative on the proper use of the elevator. The Church shall not assume any liability for unauthorized or improper use of the elevator.

Key Policy: If responsible individual has been given a key to the building, upon leaving the building it is that individual's responsibility to alarm the security system using the security code provided by the Church. You have 60 seconds to lock the Water Street door from the outside. In the event a false alarm is triggered and the Hummelstown Borough Police Department respond to the alarm, you will be fined \$100. All keys must be returned to the Office Administrator within 24 hours of the conclusion of the event. Duplication of the key is prohibited. Prior to being given a key, the key policy must be signed and contact made with church staff to walk through the alarm system. If your event has not been provided a key, you may be charged a "Key Holder" fee to ensure church staff or leaders are on duty during your event to lock and unlock and confirm exit of the building in a timely manner. The church reserves the right to charge a key deposit fee, refundable with on time return of the key you have been given. A one time charge of \$10 may be charged for creating or changing a code, or for loss of keys.

Child Safety: All activities that include minor children must abide by church child safety policy that includes constant visual supervision of all children or youth, completed staff and volunteer background checks and ratios of child/adult appropriate to the age group. Adult supervision must include adults of at least 21 years of age at all times. Check in/sign in and out procedures must be clear to ensure that all participants have a means of transportation home and approved adults take responsibility for all minors. An extra building walk through of all unlocked areas is required once all members of the group have vacated the premises.

5. Prohibitions

- The United Church of Christ of Hummelstown is a smoke-free facility. The use of tobacco products of any type (cigarettes, cigars, chewing tobacco, e-cigarettes etc.) in any of the interior spaces is strictly prohibited. If participants smoke, they should be 50 feet away from any entry points. It is the responsibility of the sponsoring organization to ensure no cigarette butts are left on the grounds, are completely out and are disposed of in the

dumpster.

- Wine or alcohol products are not permitted on the Church premises. This includes all interior spaces and exterior grounds.
- The facilities shall not be left unattended while unlocked.
- The Choir Room is not available for ANY USE other than as directed by the Music Director. No food or drink is allowed in this room.
- If anything is to be attached to the walls, prior approval must be requested. Scotch tape, masking tape, adhesive, pins or staples on any of the interior or exterior wall surfaces are prohibited unless specifically approved. "Sticky Tack" putty is the preferred product for hanging signs or other items.
- Food and drink are not permitted in the sanctuary portion of the building.
- Changes to the HVAC controls and settings must be requested of custodian.
- Animals are prohibited from the Church building. The sole exception is service dogs when accompanying their owner.
- Political advertising will not be permitted
- The facilities shall not be utilized for any activity which violate borough, county, state or federal law.

6. Miscellaneous Requirements

- All floors are to be left clean.
- Fans are to be turned off.
- All lights, except for emergency lighting, must be turned off.
- The responsible individual must insure that all individuals exit the building at the end of the event and complete a building walk through after locking the doors but prior to alarming the system.
- Groups shall arrive and leave the facilities at the agreed upon time.
- Group participants are to remain only in the area(s) designated for their function.
- Any materials left behind will be regarded as abandoned property.
- Any damage to Church property must be reported immediately to Church authorities. A church contact will be designated on your signature page for emergency use. Damage to property and equipment incurred during the time the facilities were in use shall be the sole individual and collective responsibility of the group using the facilities.
- The Church facilities exist primarily for religious purposes. If the Church should need the building for its own use, you will be asked to relinquish your time for that occasion. The Church will provide as much advanced notice

of any necessary rescheduling as is possible.

7. Liability

In consideration of the United Church of Christ of Hummelstown allowing its building to be used, the group and/or individuals using the facilities hereby releases, forever discharges, and agrees to hold harmless and indemnify the United Church of Christ of Hummelstown, its pastor, officers, agents, employees, and members from all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses of any nature whatsoever which may be incurred by the renter that occurs while the renter is using the Church facilities.

All groups and individuals using any of the United Church of Christ of Hummelstown facilities must sign a waiver of liability form before using the facility. This form will be provided to you as part of the agreement package. If this form is not signed and returned to the church office fourteen (14) working days prior to the scheduled event, the event will be cancelled, and the group or individual will not be permitted to use the facilities.

Proof of Insurance may be requested of groups utilizing the church for certain activities. Maintaining insurance is the responsibility of the sponsoring organization or individual.

8. Fees

The United Church of Christ of Hummelstown reserves the right to request donations or deposits for various activities and the use of church equipment. See fee schedule. This schedule is set by the Gift Team Board and subject to change as approved. Contact the office with questions. For the purposes of the building use, a member is defined as active participant in the worship, education or finances of the church. Single Use Fees are assumed to have a use time of approximately 3-4 hours

FEE SCHEDULE		
Single Use Fee Schedule	Members	Non-Members
Sanctuary	0	\$500
Kitchen	\$50	\$75
Fellowship Hall (Downstairs)	0	\$75
Keller Hall (Upstairs)	0	\$50
Meeting Rooms	0	\$20

Regular Use Fee Schedule	Members	Non-Members
Kitchen		\$50/hr
Fellowship Hall (Downstairs)		\$20/hr
Keller Hall (Upstairs)		\$20/hr
Meeting Rooms		\$10/hr
Other Fees as assessed by Church Leadership		
Security Deposit Fee <i>Refundable after event</i>	0	\$200
Security Code <i>One time non-refundable</i>	\$10	\$10
Key Holder Fee <i>A church individual to open & lock the building, be present</i>		\$20 + depending on event length
Custodian Fee <i>Use of sanctuary</i>	\$125	\$125
Additional Wedding Fees		
Organist	Negotiable	Negotiable
Fellowship Hall/Kitchen <i>for Rehearsal Dinner</i>	included in sanctuary rental	included in sanctuary rental
Bulletins prepared	\$25	\$50
Tech / Microphone	0	\$20
Honorarium for Pastor	Negotiable	\$300

* For active church members, one-time events or weddings have no charge to use the church and fellowship hall. Please contact the office to discuss other fees and costs.

Church Staff

Pastor	Rev. Beth Rogers	pastor@hummelstownucc.org
Office Administrator	Mary Lou Witmer	hucc@hummelstownucc.org
Music Director	Carin Schrum	
Church Sextons	Chris Williard, Keith Schrum	

ADDITIONAL INFORMATION FOR WEDDING USE

The United Church of Christ of Hummelstown is eager to make your wedding a beautiful and memorable occasion. The following information is given to help you plan for this important event.

Setting the Wedding Date

Before the definite date is planned, please contact the Office Administrator at the church office to make sure the church and the minister are available. Call the office at 717-566-8893 or email hucc@hummelstownucc.org. All marriage services at our church should be performed by the pastor or someone delegated by them. In every case, the pastor or their representative will be present to direct and take part in the service.

Rehearsal

A rehearsal date should also be set. The best time for this is the evening before the wedding. One hour should be allowed for the rehearsal and all participants are urged to be prompt. If organ music is to be provided for the wedding, it is recommended that the organist play for the rehearsal. All musicians, singers, and readers should be present to test equipment and microphones before the ceremony. There is no additional fee for this rehearsal timing, but needs to be scheduled to ensure no other events are booked in that time.

Invitations

In ordinary invitations, the suggested form for the name and address of the church is:

The United Church of Christ of Hummelstown

104 East Main Street

Hummelstown, PA 17036

License

The marriage license should be obtained at least one week before the wedding. You are asked to bring the license with you to the rehearsal or see that the license is delivered to the minister the day before the wedding.

Premarital Conferences

A significant phase in preparation for the wedding is premarital discussions with the minister and the prospective couple. A minimum of two conferences is required, set by the pastor and the couple, however, as many as are deemed

mutually appropriate will encourage the couple to think through many facets of married life as well as engage the pastor in the couple's story. Please contact the pastor to make an appointment for this important conference, pastor@hummelstownucc.org

Music

Organ music at all services shall be rendered by the organist of our church or someone delegated by the organist of our church who will be happy to discuss with you a program of music to be played at your wedding. If you wish to select the music, please contact the organist at least two months before the wedding.

You may wish to have a soloist sing at your wedding. If so, the organist must be advised so that proper arrangements can be made.

Photography & Videography

Photographers are requested to refrain from taking flash photography during the wedding ceremony. Flash pictures can be taken during the processional and recessional, and time exposures can be taken from the narthex entrance to the church at any time during the ceremony. Photographers are requested to remain along the sides and back of the sanctuary to ensure the focus is on the couple and their commitment.

Video filming should also be as unobtrusive as possible. Videographers will be permitted to move around the back of the sanctuary. Communication between the videographer and photographer are critical to ensure seamless transitions. Prior to the wedding, contact with the pastor should be made to ensure a plan is in place before the wedding begins so they might help facilitate that communication.

Decoration of the Church

Arrangements for floral decorations should be made through the florist of your choice. During the Easter and Christmas seasons, arrangements should be checked with the church flower committee to harmonize with the church decorations.

Most of the local florists are acquainted with our church and will be able to suggest various decorations for your consideration. Florists may supply their own containers, or the church flower containers (altar vases and chancel vases) may be used if desired. Please ask your florist to communicate with the church office before making final plans to make sure the church will be open at the hour desired for setting up.

If you wish to leave your floral decorations at the church, the church will be happy to make use of them. Please inform the church office of your wishes in this regard and state the wording to be used in the Sunday bulletin.

Aisle ribbons, carpeting for the aisle, or white runner to be unrolled over the carpeting can be used but must be removed at the end of the service. A prie dieu for the kneeling of the couple during the prayers and benediction is available at the church. The church has a pair of three-branch candlesticks for the altar (which the church will provide candles for) and two floor-length candelabra holding 14 candles, and small candle holders for the windows (which the couple must provide candles for). If interested in using any of these, please speak with the office at one of the premarital conferences to see them.

Responsible Individual

A member of the wedding party, the wedding planner, or a family member, apart from the couple, must be designated the primary responsibility for the building prior to the day of the event. This person is someone who can answer questions as they arise and is responsible for removing the flowers, other personal effects, communicating with church staff and vendors. All personal belongings should be taken with you to the reception.

Custodial/Sexton Services

Due to the use of the Sanctuary for weddings, the services of the sexton are needed to prepare the church for the ceremony and to clean up afterward. Due to the excessive cleanup - no rice, birdseed, etc. will be allowed. A custodial fee is included on the fee schedule to ensure the space is prepared for the next worship service.

Bulletin Creation

If the services of the Office Administrator are desired to create the wedding service order, the couple must meet with and communicate all needed information at least two weeks prior to the wedding. Bulletin covers are available from the church with prior notice. If you prefer to use something else, it must be given to the Office Administrator two weeks prior to the wedding. If you can provide paper and a completed document, the charge will be \$25 for use of the church copier.

Fees & Timing

See fee schedule on page 5 & 6 and make contact with the office with questions.

All honorariums should be given to the pastor at the rehearsal, or prior to the service if there is no rehearsal. Checks should be made payable to individual staff members, names can be obtained from the pastor

Time allotment included in the wedding use fees: 1 hour for rehearsal, 4 hours on wedding day. If more time is needed for preparation/hair/dressing before the service, this must be communicated and discussed with the office.

Revisions to this agreement:

03/26/2008, 04/30/2009, 01/19/2010, 09/07/2010, 08/05/2015, 01/17/2019,
10/15/2019

Building Use Signature Page

By signing this Agreement and Waiver of Liability, I acknowledge that:

- I have received a copy of this Agreement.
- I have read and understand the terms and conditions of this Agreement.
- My signature constitutes my agreement to abide by them.
- I affirm that the group that I represent will not hold the United Church of Christ of Hummelstown, its pastor, officers, agents, employees, and members responsible for any accident or injury incurred by any member of the group while participating in any activity associated with the event contemplated in this Agreement.
- I affirm that all information represented above is true and correct to the best of my information and belief.

Name	Organization
Address	City, ST Zip
Phone	Cell
	Email

Date of Event	Date of Rehearsal/Set Up
Start Time of Event	Set Up Time Anticipated
End Time of Event	Clean Up Time Anticipated
Number of Participants	

- Regular Event
 One Time Event

Rooms Reserved

- Sanctuary
 Kitchen
 Fellowship Hall
 Keller Hall
 Meeting Room _____
 Other _____

Church Representative Contact Information in case of Emergency

Other Information

- Insurance Information (attach copy if applicable)
 Child Safety Policy Compliance (attach copies if applicable)

Signature of Responsible Individual

Date

For Office Use

	Key Given	Code:	Fees:
	Kitchen Tour	Elevator Tour	Child Safety
	Key Returned	Code Deleted	Deposit Returned