

Agreement for Use of Church Facilities for Community Groups and Programs

The code to access the building will be activated at the scheduled time of your event.

1. You are responsible for members of your group, including children, to remain in the room(s) designated for your use. You, or a responsible person designated on your behalf, must be with your group at all times, supervising their activities.
2. All facilities should be returned to their original condition. All individuals/organizations using the facilities of the Wyomissing Church of the Brethren will be held responsible for seeing that at the conclusion of the program or meeting, all the doors are closed and securely locked for the rooms that you have rented for your event, even if other groups are still in the building. Hallway and foyer lights are to be turned off. If you have any questions, please contact a church member from the Contact list found on the bulletin board in the Foyer.
3. Fellowship Hall is not built as a gym. Please restrict level of power playing.
4. PLEASE do not open windows in ROOMS. The screens are not set up for windows to be opened. Our facility is a climate controlled building and you will be instructed on use of air conditioning and/or heating. Please do not leave the Fellowship Hall exterior doors propped open after you have brought your supplies, decorations, etc. inside. Your guests/clients/participants may use the main entrance with the inside door propped wide open. After all your guests/clients/participants have arrived, you **MUST** close the inside foyer door for security and climate control purposes.
5. Everyone using the kitchen is expected to replace all items in original location and clean the kitchen area, including the floor, to the condition you found it in.
6. All chairs, tables, etc. are to be returned to the Fellowship Hall storage closet. Please use the chart on door and attached for placement of equipment.
7. Under no circumstances will glitter and confetti be permitted. Please make sure to remove all of your trash from countertops, chairs, tables and floors.
Regular cleanup following your event will be your responsibility. Failure to do so will result in the forfeit of your Security Deposit and future rental will be denied.

COVID CLEANING- Regular trash clean-up following your event is not included in the COVID Cleaning Fee.

8. Use of any tape on walls is prohibited.
9. Restrooms are must be checked and restored to acceptable condition. This includes the drying of sink tops, proper disposal of paper towels, and flushing of toilets. PLEASE BE SURE WATER HAS STOPPED RUNNING BEFORE YOU LEAVE. It is of the utmost importance that all areas used, including the foyer and restrooms, be satisfactorily cleaned by the group using it or an additional Custodial fee will be charged, and the security deposit will not be refunded.

10. Absolutely NO SMOKING, ALCOHOLIC BEVERAGES, DRUGS, OR ILLEGAL SUBSTANCES, GAMBLING, OR OPEN FLAME IS ALLOWED INSIDE THE CHURCH BUILDING OR ON CHURCH PROPERTY, WHICH INCLUDES THE PARKING LOT.
11. Damages to church property will be paid by your group or organization within 14 days of the damage occurring and if you have an *annual contract*, it may be terminated.
12. Violation of our rules will forfeit your security deposit.
13. Appoint one member of your group to be responsible for seeing that the above guidelines are followed without exception.
14. In event of a problem, a Contact list can be found on the bulletin board outside of Fellowship Hall.
15. Your donation must be paid 2 weeks prior to your event(s) by check, money order, or cash. If not paid 2 weeks prior, cash only will be accepted. Payment not received within one week of your event forfeits your event date and your security deposit.

We would appreciate your cooperation in abiding by this agreement in order that everyone may continue to use the space at Wyomissing Church of the Brethren.

If you have any questions concerning any of the above and whenever the contact person for your group is changed, please be sure to call the Church Office at 610-374-8451.
