

**WYOMISSING CHURCH OF THE BRETHREN**  
2200 State Hill Road  
Wyomissing, PA 19610  
610-374-8451 [www.wcotb.org](http://www.wcotb.org) [wyo.cotb@gmail.com](mailto:wyo.cotb@gmail.com)

***Facilities Request Application***

Full Name/Organization \_\_\_\_\_

Date(s) requested \_\_\_\_\_ Number of people attending event \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

*Set Up Arrival Time* \_\_\_\_\_ *Clean Up Leaving Time* \_\_\_\_\_

Type of Event \_\_\_\_\_

Contact Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Contact mailing address: \_\_\_\_\_  
Street Address

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address of contact person: \_\_\_\_\_

**Room request:**

Fellowship Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Sanctuary \_\_\_\_\_

Room 4/5 \_\_\_\_\_ Room 7/8 \_\_\_\_\_ Grounds \_\_\_\_\_

**Equipment Request:**

# of Tables \_\_\_\_\_ # of Chairs \_\_\_\_\_

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COVID Custodial Cleaning Services** (does not include set-up/tear-down): due to COVID, we have implemented a \$100.00 cleaning fee for each rental agreement. (check made payable to Darlene Dunn) Payment is due with of the Security Deposit.

**Yes No Sound System:** We require a Wyomissing Church of the Brethren (WCOTB) **trained** Sound System Operator with *any* use of our sound system. The fee is \$100.00 fee for 2 hours, (\$50.00/hour each additional hour over the initial 2hours). The check needs to be paid directly to the WCOTB Operator at time of application.

Turn page over for additional information

## ***Security Deposit***

**There is a \$125.00 security deposit check** required with the *Facilities Request Application*. Please make your check payable to Wyomissing Church of the Brethren.

After the event is over, if the building is left as you found it, properly cleaned and there is no damage, your deposit will be returned.

### ***Forfeit of your Security Deposit:***

1. If you cancel your reservation prior to the event, or *full payment* is not made 2 weeks prior to your event.
2. If you do not leave the church property cleaned and organized, returned to the way you found it.
3. ***If we need to Repair or replacing any church property broken during your usage of our facility.*** You are financially responsible for any damage of any kind to church property. Payment for any church property damages that exceed the amount of your security deposit will be required within 14 days after your event.
4. ***If our custodian needs to put away tables/chairs and equipment you have used.***

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### ***Below are Suggested Building Usage Donations:***

Classrooms:	\$30.00 for 4 hours. ( <i>Additional hour \$25.00</i> )
Sanctuary:	\$175.00 for 4 hours. ( <i>Additional hour \$30.00</i> )
Fellowship Hall:	\$200.00 for 4 hours/each event ( <i>Additional hour \$30.00</i> ) Sport/Health Groups = \$45.00 per hour
Kitchen:	\$200.00 for 4 hours when using our appliances. \$75.00 for each event when using only countertop and/or refrigerator. ( <i>Additional hour \$30.00</i> )

Your donations will help to provide a safe and secure facility for the ongoing availability of this facility.

***No Community Group or Organization*** will be refused solely due to inability to pay any or all of these suggested donations.

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I HAVE READ THE ATTACHED AGREEMENT AND SUGGESTION OF DONATIONS AND WILL INCORPORATE THEM WITH THE GOVERNING RULES OF MY ORGANIZATION.

***PLEASE INITIAL***

### ***YOUR DONATION MUST BE PAID TWO WEEKS PRIOR TO YOUR EVENT.***

***If we do not receive full payment prior to the two week notice, a cash only donation will be accepted. If we have not received full payment within 1 weeks' time of the event, you forfeit your Security deposit.***

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Signature of Contact Person

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Date