

***Agreement of Use of Church Facilities for Community Groups and Programs***

You will receive a code to access the building at the scheduled time of your event.

If you have any questions while your event is taking place, please use the Contact list found on the bulletin board in the Foyer outside the Fellowship Hall.

*The Fellowship Hall is not built as a gym. Please restrict the level of power playing.*

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. Windows are not to be opened. Our facility is a climate-controlled building.
3. **Do NOT leave the Fellowship Hall exterior doors propped open after you have brought in your supplies.** *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.*
4. Under no circumstances are glitter and confetti permitted.
5. Use of **any** tape other than “3M”, “ScotchBlue,” or “FrogTape,” official painters' tapes can be used to hang items on the walls.
6. ***The use of NAILS, SCREWS, or ANY kind of materials creating holes in any of our properties is strictly Prohibited!***
6. Use of the Kitchen: Clean all countertops, replace all items to their original location, clean the floor, and remove any items from the fridge.
7. All chairs, tables, etc., must be returned to the Fellowship Hall storage closet. **Please use the chart on the door for the placement of equipment.**
8. Please remove all of your trash from countertops, chairs, tables, and floors. All trash should be collected in trash bags and left in the kitchen by the trash barrels. **There is a limit of 5 trash bags per event.** Anything over that will be deducted from your security deposit. Do **NOT** put boxes out for the trash. Take them home with you. *Boxes left or put in trash bags and left is an immediate forfeit of ½ of your security deposit.* **Regular cleanup following your event will be your responsibility. Failure to do so will result in the forfeit of your Security Deposit.**
9. All of the facility should be returned to the original condition when your event is completed. Please make sure that all of the doors you have used are closed and securely locked, *even if other groups are still in the building.* Turn off all lights.
10. Restrooms must be checked and restored to acceptable condition. Please dry the sink & countertops. Clean up any paper towels lying around & **make sure all the toilets are flushed.**  
**PLEASE BE SURE THE FAUCET WATER HAS STOPPED RUNNING BEFORE YOU LEAVE.**

*Agreement of Use of Church Facilities for Community Groups and Programs continued*

11. Absolutely NO SMOKING, ALCOHOLIC BEVERAGES, DRUGS, ILLEGAL SUBSTANCES, GAMBLING, OR ANY OPEN FLAME IS ALLOWED INSIDE THE CHURCH BUILDING OR ON CHURCH PROPERTY, INCLUDING THE PARKING LOT.
12. Any damages to the church property will be paid by your group or organization within 14 days of the damage occurring.
13. Violation of our rules will forfeit your security deposit.
14. 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 so that everyone may continue to use the space at Wyomissing Church of the Brethren.

If you have any questions before your event concerning any of the above, please be sure to call the Church Office at 610-374-8451.

\_\_\_\_\_ Signature of receipt of Church Facilities Usage form.

*Exit Checklist on page 3*

### *Exiting Church Checklist*

- \_\_\_\_\_ 1. Turn off Hallway, Foyer, and Fellowship Hall lights.  
Kitchen and Restroom lights turn off automatically.
  
- \_\_\_\_\_ 2. Check all restrooms – Make sure ALL TOILETS are FLUSHED!  
and make sure all the faucet’s water has stopped running before you  
leave.
  
- \_\_\_\_\_ 3. Return tables and chairs to the closet. Follow the equipment chart in  
the closet for proper placement.
  
- \_\_\_\_\_ 4. For your event, please use the gray trash cans located in the kitchen.  
Please put Recyclables in the green can or recycle cabinet located  
in Fellowship Hall.
  
- \_\_\_\_\_ 5. Make sure all outside doors of the Church are properly closed.
  
- \_\_\_\_\_ 6. Sweep & mop the floors, wipe down bathroom sinks, & flush  
all toilets.

If you have any questions, please refer to the contact list found on the bulletin board outside the Fellowship Hall.

Thank you for your cooperation in providing a safe and secure facility for your future use.

