

BUILDING RESERVATION CONTRACT
ST. JOHN'S UNITED CHURCH OF CHRIST
 1811 Lincoln Way East, Chambersburg, PA 17202
 717-263-8593

NAME OF GROUP: _____

GROUP LEADER: _____

ADDRESS: _____

_____ (city) _____ (state) _____ (zip)

PHONE NUMBER: _____ (cell) _____

DATE(S) REQUESTED: _____

TIME OF ARRIVAL: _____ TIME OF DEPARTURE: _____

ROOM REQUESTED (see Building Rental fees): _____

TOTAL NUMBER IN GROUP: _____

INDICATE ANY SPECIAL NEEDS (tables, chairs, microphone, etc.): _____

Return original copy of this contract to the Church Office. A copy of the contract will be returned to you upon approval or denial of request. The rental fee must be paid in full one week prior to reservation dates. Checks should be made payable to *St. John's United Church of Christ*. A minimum of 30 days' notice is requested for cancellation. Keys may be obtained by making arrangements with the Church Office prior to reservation date.

The undersigned agrees that their use of St. John's facilities shall be in accordance to the regulations listed below:

 (Signature Group Leader) (Date) (Signature Church Trustee) (Date)

<i>FOR OFFICE USE ONLY:</i>	Reservation approved _____	Reservation denied _____	
Rate: _____	Deposit: _____	Balance due _____	
	Check # _____ Rec'd _____	Check # _____ Rec'd _____	

BUILDING REGULATIONS

1. St. John's United Church of Christ shall not be responsible for any injuries or accidents incurred while on the premises.
2. Smoking and alcoholic beverages are absolutely prohibited.
3. Only masking tape may be used on walls and woodwork (nails, screws, cellophane tape, etc. are prohibited).
4. Table coverings (paper or otherwise) and paper products will not be furnished by the church.
5. Facility should be left in a clean and orderly fashion.
6. All trash and consumables should be placed in proper receptacles.
7. Any commercial meeting advertisements must state "*NOT sponsored by St. John's United Church of Christ.*"
8. Designated group leader shall assume full responsibility for the proper care and use of the church properties and will be held responsible for any damages incurred during occupancy.
9. Designated group leader shall be responsible for contacting the Church Office to make arrangements for any special needs and agrees to reimburse custodian at a rate as indicated on Rental Fees form.
10. Children and youth will be adequately supervised by adults designated by group leader.
11. A Certificate of Insurance will be provided when requested by the St. John's Church.

(revised 7/1/09)