



St. John-Hill U.C.C.
620 Hill Church Road, Boyertown, PA19512
610-367-8114 www.stjohnhillucc.org

BUILDING USE GUIDELINES

Because St. John Hill U.C.C. is the church of Jesus Christ, all its buildings, grounds and facilities are to be treated as the Lord's house. We welcome all people here, however we ask that you would honor these facilities and that they belong first to the Lord Jesus.

Ultimately, the Consistory and Trustees have oversight for the buildings and their use, and have the final say in establishing and interpreting guidelines for the use of the facilities. The church office will usually be able to speak on the consistory's behalf; however, in certain circumstances, it will be necessary to consult directly with the Consistory and/or Trustees.

Guidelines:

1. Hill Church groups and members have scheduling priority and preferences. There will also be unforeseen emergencies (i.e. funerals) which occasionally must be given priority.
2. Use of the church building or property must be coordinated through the church office (610-367-8114). Dates for use of the building must be noted on the master church calendar located in the church office.
3. Smoking is not permitted in any of the buildings and grounds. Alcoholic beverages are prohibited completely. Loud and profane language is prohibited. All illegal substances and activities are prohibited.
4. When hanging decorations, please refrain from using tacks, nails or other permanent materials to attach anything to the walls, woodwork, bulletin boards, or any other part of the building. If your group needs to hang anything like this, you must first consult the church office for guidance.
5. Any damages are to be reported immediately to the church office. Repair and/or replacement is the responsibility of the group using the building, and the responsible person named by the group.
6. Any group requesting the use of the building must be responsible for having their own volunteers to set up/clean up. Any exception to this must be arranged in advance.
7. Groups using the church will receive permission to use a specific area, and are to limit their use of the building to that area. It may be possible to use other areas of the building, but that usage is not to be assumed, and must be arranged. Group members are not to roam through the building. Groups should not use areas other than those specifically assigned.
8. All groups high school age and under must be accompanied by at least two adults approved, in advance, by the consistory.
9. Clean up includes the following:
 - a. vacuum or sweep, as appropriate
 - b. place all trash in the containers in the kitchen
 - c. return tables and chairs to their original positions
 - d. clean table/counter tops
 - e. remove all food you bring from refrigerator and premises
 - f. unplug and wash all coffee pots

- g. wash dishes and put them in their proper place
 - h. check toilets (flush) and pick up trash from floor
 - i. wipe sinks if necessary
 - j. launder and return dish towels
 - k. turn off lights, close doors (make arrangements to lock doors), turn off any fans, or electrical equipment you have used
10. If you are not aware of the location of the cleaning supplies, contact the church office at least 24 hours in advance.
 11. Use of the building includes the use of tables and chairs, but these items must be returned to their original places.
 12. Equipment (audio-visual, sound, musical instruments, etc.), kitchen supplies and office supplies are not included, and are not to be used without special arrangement.

Fees are as follows:

All groups and organizations affiliated with the church are welcome to use the facilities without charge; however it is imperative to schedule your activities in order to avoid conflicts. See Wedding Guidelines for specific information about weddings. In general, there will be no charge to members for the use of church facilities. Clean up is the responsibility of anyone who uses the facilities. However, if cleanup is not done in accordance with the above guidelines, a sexton fee may be charged. Other persons or groups making requests for use of church buildings or grounds will be charged, and are responsible to pay in advance of use. A minimum deposit of one half of the appropriate fee(s) is to be made at the time of reservation. The balance is to be paid at least two weeks prior to the date of use. If the event needs to be cancelled, please provide at least 72 hours notice; in such cases the deposit may be refunded.

- Sanctuary: \$200 * See below
- Basement Room: \$75
- First Floor Sunday School Rooms: \$75
- Second Floor Sunday School Rooms & Kitchen: \$100
- Other buildings are available only by special arrangement with the Consistory and Trustees. Fee dependent upon nature of event.
- Sexton Fees: \$75 per event if only one area is used. Each additional area is \$30.

* Persons wishing to use our church building for a wedding, who are providing their own officiant (that is, not using any of the ministry of the church), may rent the church building for \$600, which will include rehearsal and wedding. Any musicians other than our church organist should be cleared with the church organist, and practice times scheduled at no extra cost. The above fee does not include sexton or organist fees. All other requirements, including scheduling and deposit, are the same as for other events listed above.



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APPLICATION FOR USE OF CHURCH FACILITIES

Organization/Group: _____

Contact Person: _____

Email Address: _____

Phone Number of Contact Person: _____

Area Requested: _____

Date and Time Requested: _____

Purpose: _____

Names of Two (2) Adult Supervisors (if group is high school age or younger): _____

This section to be filled in by St. John-Hill U.C.C.:

Anticipated fees and deposit:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Deposit-----	\$ _____

Notes: _____

This section should be completed by the person who accepts responsibility for compliance with the guidelines, and for any damages or repairs which may become necessary:

Name: _____ Phone Number: _____

Address: _____

I have read and understand the "St. John-Hill U.C.C. Building Use Guidelines," and agree to abide by them. I accept responsibility for oversight of our group while on Church property. I will immediately report any damage or problems, and accept responsibility to have damage or repairs promptly corrected or replaced.

Signature: _____ Date: _____