

Facility Usage Policy



St. John's Evangelical Lutheran Church

826 Mahoning Drive, West
Lehigh, PA 18235

Contact Information

(570) 386-9960

stjohns@ptd.net

Church office hours
Mon., Wed., & Fri.
9 a.m. – 2p.m.

Facility Usage Guidelines

1. The person(s) requesting use of the church will be responsible for the group in following the rules and regulations.
2. A Facility Rental Contract must be completed and approved.
3. When approved, the church administrator will post the event on the church calendar.
4. More than one group may have use of the church's facilities on the same date providing room arrangements do not conflict.
5. There is a no-smoking policy on church property. The use of alcoholic beverages on church property is at the discretion of the Church Council.

NO WEAPONS OR ILLEGAL SUBSTANCES ARE ALLOWED ON THE PREMISES.

6. The facility is to be returned in the same condition in which it was found and is subject to inspection before security deposit is returned.
 - Equipment or furniture is to be returned to the original room or position it was found.
 - Restitution must be made to St. John's Church for broken, missing or damaged items.
 - Kitchen counters and tables must be wiped clean and sanitized.
 - Dishes, utensils, etc. must be cleaned and returned to their proper place.
 - Leftover food should be removed from counters and refrigerator (s).
 - Decorations must be removed.

- Nails, thumbtacks or any items that may cause damage should not be used to attach decorations to walls.
 - Parking area should be left free of trash.
 - Access is limited to the area specified in the Facility Rental Contract.
 - Appliances and lights must be turned off.
7. Youth activities must be properly supervised by an adult who is 21 years or older with appropriate clearances.
 8. Rental fees are payable to: St. John's Evangelical Lutheran Church of Mahoning.
 9. Fees, \$50.00 security deposit and sexton fee are payable with the Facility Rental Contract.
 10. Pavilion use includes use of electrical box(s).
 11. Service animals and pets must be leashed/caged with waste collected and removed from the property.

NO OPEN FIRE OF ANY KIND IS PERMITTED!

Revised June 2023

FACILITY RENTAL CONTRACT

St. John's Evangelical Lutheran Church of Mahoning
826 Mahoning Drive West
Lehighton, Pa 18235
570-386-9960
Email: stjohns@ptd.net
Today's Date: _____

Contact person: _____

Address: _____

Telephone: _____

Email: _____

Date of Event: _____

Time of Event: _____

Set up time: _____

Number of guests attending: _____

(Maximum 100 in hall)

Meeting room location: _____

Event/Meeting/Function: _____

Individual/Group requesting usage: Member Non-member

Non-Profit Organizations – NO CHARGE (donations accepted)
Must provide proof of non-profit (501C3 form)

Kitchen/Fellowship Hall/Pavilion

Member \$100.00 Non-member \$200.00

\$ _____

Sanctuary

Free for members Non-members \$300

\$ _____

Family room or Nursery or Kitchen

Members \$25.00 Non-members \$50.00

\$ _____

\$50.00 Security Deposit (separate checks)

\$ _____

Total \$ _____

I/we, the undersigned do agree to follow all rules for the use of the church facility as outlined in the "Facility Rental Contract" and will be responsible for the conduct of the people involved. It will be our responsibility to leave the facility in the same condition as it was found upon entering. We will not hold the church responsible for any accident/injury incurred during its use.

Signature of person making request:

Signature of church representative:

Return completed form, usage fee, and security deposit to the church office.

(Checks made payable to **St. John's Evangelical Lutheran Church of Mahoning**)

Revised June 2023