

**ZION EVANGELICAL LUTHERAN CHURCH
POLICIES FOR USE OF CHURCH FACILITIES**

Revised by Church Council: October 16, 2012

Reservation for the use of church facilities must be requested by using the application on the reverse side of this page. Completed applications are to be submitted to the Parish Administrator who will verify the information. The information will be submitted to Church Council, or its designated representative, for a decision regarding approval. **Fees for use are based upon the status of the person or organization holding the event (Voting member, all other, or affiliate organization), the facilities & equipment requested for use, and church personnel required.**

Membership status is defined by the Church Constitution and organizational affiliation is decided by the Church Council. **Active membership status is defined by our constitutional guidelines as a person who during the current or preceding year has communed and made a contribution of record.**

Alcoholic beverages may not be served or consumed at events held in the Church building. Smoking is prohibited in all buildings on the property. It is expected that the conduct of all persons attending events held in the church will be appropriate for God’s House

Guidelines for Charges for Events at Zion

<u>Facilities</u>	<u>Capacity</u>	<u>Voting Member/Affil.\$</u>	<u>All others/Affil. \$</u>
Sanctuary	300	\$100.00 *a	\$200.00
Gathering Room	125	\$50.00 *a	\$100.00
Fellowship Hall	150	\$50.00	\$100.00
Social Hall	150	\$50.00 *a2	\$100.00
Kitchen	12	\$25.00	\$50.00
Library	18	\$15.00	\$25.00
Choir Room	25	\$15.00	\$25.00

<u>Personnel</u>	<u>Voting Member/ Affil \$</u>	<u>All others/ Affil \$</u>
Pastor	\$0.00	\$125.00
Organist	\$50.00*b	\$75.00*b
Secretary	\$35.00*c	\$35.00*c
Sexton 1	\$50.00*d	\$50.00*d
Sexton 2 (if needed for set up)	\$50.00*d	\$50.00*d

TOTAL DUE: \$----- or \$-----

Facilities are expected to be left in the same condition as they were found prior to the event. A refundable damage and cleaning deposit of \$100 is required of non members or non affiliates at the time of booking for the reservation. Payments for the use of facilities, equipment, and personnel fees is due upon approval by the Church Council but not later than two (2) weeks prior to the event. The Pastor, Organist, Secretary, and Sexton fees are to be made payable directly to that individual, and mailed or delivered to the Church Office. All other fees are payable to Zion Evangelical Lutheran Church.

I AGREE TO THE TERMS AND CONDITIONS AS STATED ABOVE AND UNDERSTAND THAT THE DECISIONS OF ZION EVANGELICAL LUTHERAN CHURCH COUNCIL ARE FINAL.

Signature _____ **Date** _____

Footnotes

- *a Weddings and Funerals are excluded from charges for voting members.
- *a2Use of the Social Hall for funeral lunches is excluded from charges for Voting Members.
- *b Organist fees may vary.
- *c Secretary fee will be charged if wedding bulletins are prepared.
- *d Sexton fee is charged per day of event. Additional days are billed at this rate.
Sexton fee for wedding (including rehearsal) is one \$50 fee.

Zion Evangelical Lutheran Church
 101 North Greenwood St. Tamaqua, Pa.18252
 (570) 668-2180 Email: zionlcof@verizon.net

APPLICATION FOR USE OF FACILITIES

Name of person(s) holding the event _____ Active member of Zion? Yes ___ No ___

Name of organization _____ Affiliated with Zion? Yes ___ No ___

Mailing address _____

Telephone number _____ Email address _____

Date of event _____ Time of Event _____

Nature of event: Wedding ___ Funeral ___ Reception ___ Dinner ___ Meeting ___ Other _____

Number of people expected to attend _____ Comments _____

Specific facilities requested: Sanctuary ___ Gathering Room ___ Kitchen _____
 Fellowship Hall ___ Social Hall ___ Choir Room ___ Library ___ Other _____

Personnel Requested: Pastor ___ Organist ___ Secretary ___ Sexton 1 _____ Sexton 2 _____

Equipment needed: Organ? ___ Piano? ___ Recorded music? (approved by Music director) _____

Tables? / quantity? _____ Chairs?/quantity? _____ Other? _____

Admission Charge? Yes ___ No ___ Amount? _____ Free Will Offering? _____

SIGNATURE OF APPLICANT _____ DATE _____

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 for office use only

Approvals: Parish Administrator _____ Pastor _____ Organist _____ Sexton(s) _____

Church Council _____ Date _____

Charges	(Disc/Wvr)	Net Charge
Refundable deposit	\$ _____	\$ _____
Sanctuary	\$ _____	\$ _____
Gathering Room	\$ _____	\$ _____
Fellowship Hall	\$ _____	\$ _____
Social Hall	\$ _____	\$ _____
Kitchen	\$ _____	\$ _____
Choir Room	\$ _____	\$ _____
Library	\$ _____	\$ _____
Pastor	\$ _____	\$ _____
Organist	\$ _____	\$ _____
Secretary	\$ _____	\$ _____
Sexton 1	\$ _____	\$ _____
Sexton 2	\$ _____	\$ _____
CHARGES	\$ _____	\$ _____ TOTAL