



## *The Presbyterian Church of Deep Run*

*Founded 1725*

In order for an event to be held here, a request must be presented to Session for approval.

Attached you will find:

- Facilities Reservation Form - this must be filled out and returned to the church office so it can be presented to Session.
- Guidelines for the Use of the Facilities - you should familiarize yourself with these general guidelines. (Youth Protection Policy Guidelines may be included if applicable.)
- Specific Guidelines for Use of the Kitchen and Hoopes Hall - these frequently used areas **must be left in good condition** for groups that are scheduled after yours.

Kris Schondelmeyer, Pastor

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## Facilities Reservation Form Procedure for Room Reservation

- Return the completed form to the church secretary.
- Session will review the submitted form for approval on the second Thursday of the month, and you will be contacted following our monthly meeting.
- **This form must be updated annually.**

Organization: non-profit/profit (circle one) \_\_\_\_\_

Name of Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Night \_\_\_\_\_

Email Address \_\_\_\_\_

Room requested \_\_\_\_\_ Time of Use \_\_\_\_\_ to \_\_\_\_\_

Date(s) of Use \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_

Meet: \_\_\_\_\_ weekly \_\_\_\_\_ monthly \_\_\_\_\_ bi-monthly –(indicate which weeks)

How many in the group: \_\_\_\_\_ Adults \_\_\_\_\_ Children

Purpose of meeting: (please explain in detail) \_\_\_\_\_

Will you need a key?       Yes     No

Will food be served?       Yes     No

Will you use the kitchen?     Yes     No

There will be a \$150.00 rental fee for Hoopes Hall and/or kitchen and a \$100.00 cleaning/security deposit refundable upon inspection of facilities that are determined to be in the same or better condition following completion of the event. This fee is for outside family and groups not previously approved by PCDR.

I have read the guidelines and regulations for the use of the PCDR church facilities and agree to adhere to all of the PCDR policies.

\_\_\_\_\_  
Signature of individual or representative of the organization

\_\_\_\_\_  
Printed name

**Administrative Assistant use only:**

Church Contact Person: \_\_\_\_\_

Date Contacted: \_\_\_\_\_, 20\_\_\_\_

Result of contact: \_\_\_\_\_

Certificate of insurance on file  Yes  No Expiration date \_\_\_\_\_

Room Assigned: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Fee Charged: \_\_\_\_\_

Key given to: \_\_\_\_\_ Phone \_\_\_\_\_

Key received: \_\_\_\_\_, 20\_\_\_\_

Key returned: \_\_\_\_\_, 20\_\_\_\_

\* \* \* \* \*

In the event that an outside organization does not carry, or, in the opinion of the Session, is unable to obtain the aforementioned insurance, the Session may approve use of the facilities by said organization if the organization executes the following statement as part of its application:

We, the undersigned, in consideration of the waiver of insurance requirements by the Presbyterian Church of Deep Run for facility use, hereby agree to indemnify, save and hold harmless the Presbyterian Church of Deep Run of and from all claims for damage to property or injuries to persons arising hereafter against the Presbyterian Church of Deep Run, its assets or members, which claims may arise from our use of facilities of the Presbyterian Church of Deep Run and, further, we do hereby agree to indemnify the Presbyterian Church of Deep Run of and from all loss or liability, including attorney's fees, as may be asserted against the Presbyterian Church of Deep Run, including any fees incurred by the Presbyterian Church of Deep Run in defending against such claims.

\_\_\_\_\_  
Signature of individual or representative of the organization

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### **Guidelines for the Use of the Facilities**

The program and activities of groups requesting facilities use must be consistent with the mission statement of the Presbyterian Church of Deep Run (PCDR), "In response to God's grace, love and peace, and inspired by the Holy Spirit, The Presbyterian Church of Deep Run has as its mission: To know Christ as our Lord and Savior and to share Christ within this congregation and throughout the world." It is to be understood that the facilities and equipment of PCDR exist for the primary purpose of being used by its members through its organizations and ministries.

Regularly scheduled church meetings and activities of PCDR will have first priority in the use of its facilities. Other church related meetings and functions will have second priority. Groups outside the church which are nonprofit or ministry related in nature may be granted permission to use the facilities when they are not already scheduled for use by some church function and the purpose is ministry related.

The use of church facilities by any outside organization shall first be reviewed by the Property and/or Outreach committees and then approved by Session. An outside organization refers to one not sponsored by PCDR as part of its program. It is not intended to refer to groups that occupy facilities of the church under the sponsorship of PCDR, such as Girl Scouts.

For approval, the organization should meet the following criteria:

- The outside organization is a nonprofit organization; or, if it is conducted for profit, it provides a service that is not otherwise readily available in the community.
- Such use is in the best interest of PCDR and will not interfere with other PCDR programs.
- Such use will provide a benefit to members of PCDR to the immediate community in which PCDR is located.
- Such use is consistent with the general aims and mission statement of the PCDR.
- The program of the outside organization does not discriminate against potential participants on grounds of race, sex, or, except where a religious qualification is reasonable under the circumstances, on religious grounds.
- Before its first use of any church facilities, an outside organization shall obtain and provide satisfactory evidence of a single-limit general liability insurance policy in the amount of at least \$1,000,000, naming PCDR and the Presbytery of Philadelphia as additional insured. In the event that an outside organization does not carry, or, in the opinion of the Session, is unable to obtain the aforementioned insurance, the Session may approve use of the facilities by said organization if the organization executes a written waiver as part of its application. (The text of this waiver appears on the reverse side of the Facilities Reservation Form.)

Any group using the facilities shall designate one (1) member of the group as being in charge and responsible for the use of the facilities. The responsible person shall be present before the activity is to start and will remain with the group until all have left. Activities and programs are limited to the space that is assigned.

## **Regulations for Use of the Church Facilities and Equipment**

In order to minimize deterioration of church property and undue load on our custodian, all persons (both within and outside of the congregation) who use our facilities or attend activities held therein are asked to conscientiously observe the following regulations. Leaders of such activities automatically assume this responsibility for groups under their direction.

Permission to use church facilities or equipment must be obtained from Session. A signed request will be required which sets forth the terms and conditions of the anticipated use and whether or not the services of the custodian are required.

- No alcohol or illegal substances are permitted on church property. No smoking is permitted in church buildings.
- Please remember that these buildings are church facilities and dedicated to advancing the Christian faith. Leave behind all words, acts and attitudes which are not consistent with this purpose.
- PCDR youth protection policy guidelines (see attached) will be adhered to at all times.
- Leave the rooms as you find them. The setting up and taking down of tables and chairs will be done by the persons using the facilities. Do not affix anything to the walls. Use the existing bulletin boards or cork strip. Lift, do not slide, furniture across floors.
- All groups should confine themselves to the room reserved for them. Leaders of groups involving children are asked to enforce this rule. Rough play and excessive noise are to be avoided as a consideration to others.
- Children are not permitted in the buildings until adult supervision has arrived. Children must be under adult supervision at all times. This includes use of restrooms. The "buddy system" is not enough supervision.
- Telephones are available for local and emergency use only. Phones are provided through the courtesy of the church.
- Activities involving the kitchen must be prearranged with the church office and coordinated with the kitchen committee.
- Consumable church goods are not to be used without prior approval. (ex. classroom supplies, such as paper and glue or kitchen supplies such as coffee, paper products.)
- Groups that obtain the use of a building key must return it at the end of the meeting year.

## PLEASE...

After using the kitchen and fellowship hall:

- **EMPTY** all trash cans. Extra trash bags will be provided and left on counter for your use.
- **REMOVE** all food from premises that belongs to you.
- **CLEAN** counter tops including center island.
- **PUT AWAY** (if authorized to use) all dishes.
- **DO NOT** leave any dishes in drying rack by the sink.
- **CLEAN** the stove and oven if you have had permission to use.
- **CLEAN** out the sink before leaving.
- **SWEEP** the kitchen floor and fellowship hall floors. Dust pan and broom are in pantry behind door. **The following is the only cleaning to be performed on the tile areas. Warm water and mild detergent (Dawn-type soap) only! Under no circumstances should any waxing agent (Mop and Glow) or harsh (Comet-type) cleaning solution be used. Please, if you're unsure don't do!**
- **PUT AWAY** any tables and chairs used. One long table may be left in the center; two round (with chairs) may be left along side.
- **DO NOT** roll round tables. Take cart to the table and lift table onto cart.
- **WIPE DOWN** tables before putting them away.