

FACILITY AND EQUIPMENT FEES

No facility use fees apply for Palm Church members, boards, committees, or other Church sponsored organizations. Donations are appreciated to help offset operating expenses (i.e. oil and electricity). Fees for members of other Schwenkfelder churches will be reviewed by the Board of Trustees.

The following fees are valid for a four-hour time period. For weddings, this includes one (1) hour for rehearsal and three (3) hours the day of the ceremony. Use beyond that period will result in a \$50 per hour (or portion thereof) surcharge.

SANCTUARY

\$500

(\$750 during the months of June, July and December)

FELLOWSHIP HALL

\$300

(\$450 if attendance is over 100 people)

KITCHEN

\$100.00

Additional Charges

\$25.00 for use of each large appliance: refrigerators, stove tops, ovens, and dishwasher

\$15.00 for use of each small appliance: coffee pots or roasters

Sorry, no punch bowl available

INDIVIDUAL ROOMS

(Library or Sunday School Room)

\$50.00

KRAUSSDALE OR HOSENSACK MEETING HOUSES

\$500.00

WASHINGTON MEETING HOUSE SITE

\$300.00

PALM CHURCH GROVE or HOSENSACK GROVE

\$100.00

VCR/DVD PLAYER and TV MONITOR

\$25.00

Palm Schwenkfelder
CHURCH USE RULES

1. Palm Schwenkfelder Church desires to serve its members and people of the community through the use of its facilities. It is our desire that our property and equipment be used wisely and with respect.
2. The applicant whose signature appears on the application form will be responsible for all applicable fees, any damages incurred, returning all church equipment to an "as found" state, the conduct of all participants, and for securing the building upon leaving.
3. The Church buildings and grounds are a *SMOKE-FREE* area. NO smoking will be tolerated anywhere on church property. NO alcoholic beverages are allowed on property owned by the Palm Schwenkfelder Church.
4. NO activity shall continue later than 11:00 p.m. except by special prior approval of the Board of Trustees.
5. NO throwing of rice, confetti, birdseed, etc.
6. Use of Church equipment is limited to those items for which prior approval has been granted by the Board of Trustees.
7. Outside caterers must provide all of the needed supplies and equipment.
8. All kitchen use must be approved by the Ladies Aid Society. A member of the Society must be in attendance during the activity.
9. Religious services will be conducted under the direction of Palm's pastoral staff.
10. Groups using the building on a regular basis must have one person trained in properly unlocking and locking the building. A fee of \$10 will be incurred for any instance in which the proper procedures are not followed.
11. All groups involving young people must adhere to the adult supervision guidelines found in the "Palm Schwenkfelder Church Safe Church Policy".
12. Use of the building and grounds is restricted to those areas approved by the Board of Trustees.
13. ALL applications for building use, along with a security deposit check for \$350 must be submitted to the Church Administrator no later than the first Monday of the month prior to the scheduled event. Upon approval by the Board of Trustees (and Ladies Aid Society, if applicable), the requested date will be placed on the Church's master calendar. If the application is denied, the check will be returned. All fees (including the Custodian's Fee) are due one MONTH prior to the event. The Church Administrator will contact the applicant if there has been an error in calculating the fees. Within two weeks after the event, the security deposit check, minus any charges for damages, or for time over-runs, will be returned.