

ADVENT MORAVIAN CHURCH FEE SCHEDULE
(Church Office – 610-866-1402)

Adopted April 30, 2011
Effective April 30, 2011

ONE-TIME USE OF BUILDING FEES

<u>EVENT/AREA</u>	<u>MEMBER</u>	<u>NON PROFIT NON-MEMBER</u>	
<u>Wedding</u>			
Sanctuary	No Fee		\$350
Christmas Hall/Kitchen	\$100		\$200
Pastor	Honorarium		\$200
Organist	\$150		\$150
Sacristans	\$100		\$100
Custodian – Sanctuary	\$50		\$50
Custodian – Sanctuary/Hall	\$100		\$100
<u>Funeral</u>			
Sanctuary	No Fee		\$200
Christmas Hall/Kitchen	No Fee		\$200
Pastor	Honorarium		\$200
Organist	\$100		\$100
Custodian	\$25		\$50
<u>Use of Christmas Hall/Kitchen</u>			
Christmas Hall	\$100	\$150	\$200
Custodial Fee (1 to 49 People)	\$50	\$50	\$50
(50 to 99 People)	\$75	\$75	\$75
(100+ People)	\$100	\$100	\$100
<u>Use of Individual Classrooms & Pavilion</u>			
Conference/Classroom	Donation	\$60	\$60
Exterior Ground (pavilion, etc.)	Donation	Donation	\$75

Checks for the use of the building should be made payable to: Advent Moravian Church

Check for clean-up after an event should be made payable to: George Miller

Checks for the organist should be made payable to: Donna Ambler

\$100.00 security deposit and lease agreement for all groups requesting a key for the following:
 One time event, long-term lease agreement up to one year, or multiple use of facilities.

Revised: 01/15/17

ADVENT MORAVIAN CHURCH

3730 Jacksonville Road
Bethlehem, PA 18017
610-866-1402

Rules for Use of the Building

1. Scheduling must be made through the church office (610-866-1402), which will convey the request to the proper Board and/or Personnel.
2. If your group has rearranged furniture, it must be returned to its original location. If the nursery is used, toys are to be returned to the shelves.
3. The area and equipment used must be restored to a clean and orderly condition. This includes:
 - Cleaning dishes, sink and stove
 - Wiping tops of tables and counters
 - Sweeping the floor and disposing of trash in proper receptacles
4. If your activity involves the use of the grounds around the church or the picnic pavilion, pick up and arrange for the disposal of trash.
5. Do not adjust the thermostats. They are pre-programmed and adjustments must be made by the maintenance personnel. If adjustment is necessary, inform the church office prior to your next meeting.
6. The person in charge of the group is responsible to limiting the group's activities to the scheduled leased area and providing proper supervision.
7. The sanctuary is to be used only with specific approval of the Board of Elders.
8. Any damage to church property or malfunction of equipment, whether caused by your group or not, must be reported immediately to the church office. In an emergency, such as window breakage or water leaks, please notify the custodian, a member of the staff, or a member of the Board of Trustees. (List is available from the church office.) You will be held liable for any damages caused by your group and your security deposit will be forfeited.
9. Appropriate action will be taken by the Church Boards when these rules and guidelines are not followed.
10. Please adhere to the requirements as posted in individual rooms, especially the kitchen.

Prior to Leaving the Building

1. Close and latch any windows that have been opened.
2. Close all interior doors.
3. Turn out all lights. Be sure to check the restrooms.
4. Lock and double check all doors.

Rules for Congregational Groups

1. All activities must be scheduled through the Church Secretary to be certain there is no conflict with groups or activities already scheduled.
2. A numbered key to the church will be issued to the person in charge of the group. At the conclusion of scheduled group meetings, or whenever a group ceases to exist or is not active for a period of three months or more, the key shall be returned immediately to the church office.

Rules for Non-Congregational Groups

1. Non-congregational groups must fill out a Lease Agreement and secure the permission of the Church boards.
2. The Lease Agreement for Use of the Church Building/Property shall be completed and approved by the appropriate church board prior to meeting on a regular basis.
3. A numbered key to the church will be issued to the person in charge of the group. Whenever a group ceases to exist or is not active for a period of three months or more, the key shall be returned immediately to the church office.

Please Note:

1. No alcoholic beverages are permitted in the building or on the church grounds.
2. No red drinks please as they permanently stain the carpets.
3. Please put **WATER ONLY** down the sink drains. We do not have a garbage disposal.
4. No decorations on the ceiling or tape on the painted walls.
5. If rules are not met and facilities not returned to original clean and orderly condition, your group will no longer be able to use the facility.

ADVENT MORAVIAN CHURCH
LEASE AGREEMENT FOR ONE-TIME USE OF CHURCH BUILDING/PROPERTY

(Form to be kept on file in church office) Revised – March 2007

Please fill out all areas of the form legibly. Areas noted with * are required fields.

*Name of Group/Individual: _____

*Contact Person: _____

*Address _____

Email of contact person _____ *Daytime Phone _____

Building Use Information

*Date(s) _____ *Time _____

*Room/Area _____

Special Equipment television _____ VCR _____ slide/screen _____ other _____

*Description of activity: _____

*Number of people expected _____ Letter attached: Yes _____ No _____

Is this a “closed” event or is the public invited? _____

*I/we have liability insurance of all participants: Yes _____ No _____ Policy _____

Entrance Key needed _____ Office use only Key # _____

Security deposit received _____ Hold deposit received _____

*As the _____ representative, I have filled out all the required information accurately and completely. I have received a copy of the “Building Use Fees” and “Rules for the Use of the Building”. I understand that **there is a \$100 security deposit** against damages and a **deposit of \$50 to hold the building** when this request is approved by the Board of Elders of Advent Moravian Church. I/we agree to **pay all remaining costs to the church office no less than 3 business days prior to the event/activity**. I/we agree to return the building key (if requested) no later than 5 business days following the conclusion of the lease agreement so that the security deposit may be returned. **I release Advent Moravian Church and its elected officials from any personal liability claims from program participants above.** Conditions of the use of the building require that facilities be left in good condition with all lights turned off, windows latched, entries locked and secured, all trash removed, equipment and furnishings returned to proper location, tables & whiteboards wiped clean and floors clean of debris and spills. There is no smoking or alcoholic beverages permitted in the church buildings or on the property. Outside areas shall also be found in good condition if utilized (includes parking lot). The security deposit will be returned when the building is found in satisfactory condition and the key is returned (if applicable).*

Signature of Contact

Date

Approval Date

Fee Amount