

**St. John's Lutheran Church**  
**3104 Main Street Sumneytown, PA 18084**

**Rental Form**

**EVENT DATE REQUESTED** \_\_\_\_\_

**EVENT/ACTIVITY** \_\_\_\_\_

**NAME (Individual or group)** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**CONTACT PERSON (if different from above)** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**Email** \_\_\_\_\_

**HALL RESERVATION TIME FRAME** \_\_\_\_\_ **a.m./p.m. to** \_\_\_\_\_ **a.m./p.m.**

**EXTRA SET UP TIME, DATE:** \_\_\_\_\_ **HRS.** \_\_\_\_\_

**NO. OF PERSONS ATTENDING** \_\_\_\_\_

**Please circle: SANCTUARY: YES NO PARISH HALL: YES NO KITCHEN: YES NO**

*If you are using the kitchen, please check one of the following:*

\_\_\_ Food provided by family

\_\_\_ Food provided by caterer. Caterer Name \_\_\_\_\_ Phone # \_\_\_\_\_

**ROOM SET-UP** *(please provide instruction on table set up, including serving tables, etc.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER NEEDS (i.e. podium, microphone, screen, etc.)** \_\_\_\_\_

**OFFICE USE ONLY: CLASS** \_\_\_\_\_

**PARISH HALL: FEE** \_\_\_\_\_ **or** **DONATION** \_\_\_\_\_ **Check #** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**KITCHEN: FEE** \_\_\_\_\_ **or** **DONATION** \_\_\_\_\_ **Check #** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SEXTON: FEE** \_\_\_\_\_ **or** **DONATION** \_\_\_\_\_ **Check #** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**Rental Payment Schedule**

*St. John's Lutheran Church committees and groups – no charge*

**Sanctuary Rental**

Active Church Member	Donation to cover utilities	_____
Non-active Church Member	\$100	_____
Non-Profit Group (501C3)	\$100	_____
Non-member	\$150	_____

**Parish Hall Rental\***

Active Church Member	Donation to cover utilities	_____
Non-active Church Member	\$100	_____
Non-Profit Group (501C3)	\$100	_____
Non-member	\$150	_____

*\*If sanctuary is being rented, these fees are already covered.*

**Kitchen Use Rental**

**1-75 People**

**76+**

Active Church Member	Donation	Donation	_____
Non-active Church Member	\$75	\$100	_____
Non-Profit Group (501C3)	\$75	\$100	_____
Non-member	\$125	\$150	_____

**Custodial Fees**

**1-75 People**

**76+**

For all events	\$50	\$75	_____
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**TOTAL**

\_\_\_\_\_

Parish Hall Rental and Kitchen Use Rental fees and donations may be included on one check payable to *St. John's Lutheran Church*.

Custodial fees should be on a SEPARATE check made payable to *Robert Ernst*.

Please remit all payments to the church office with your completed hall rental form.

Please contact the church office if you have any questions!

## RENTAL INFORMATION

The following duties pertain to the person who filled out the rental agreement:

### BEFORE THE EVENT:

1. Fill out the application form and return to the church for scheduling, confirmation and approval, if required.
2. All fees or donations should be paid one week prior to the event.
3. Contact the church office to discuss the preferred style of set-up for tables and chairs.
4. Live musical groups (bands, choirs, etc.) need to be approved by council.

### DURING THE EVENT:

1. The individual/group who fills out the agreement needs:
  - a. to attend the entire event,
  - b. maintain reasonable order during the event,
  - c. monitor attendees so that only reserved spaces are used.
2. Dancing is permitted, but no alcoholic beverages are permitted on church grounds.
3. Smoking is not permitted in the building.
4. No social events are permitted to last beyond 10:30 PM. Please be sure to vacate the building by 10:30 PM.
5. Please use the first floor restrooms (not the bathrooms in the basement).

***Unless previously arranged, the sanctuary, activity center and basement area facilities are not to be used.***

### AFTER THE EVENT:

1. Please leave the room the way it was found (remove decorations, return kitchen items to their spot, etc). Disposition of any leftovers, bags, boxes is the responsibility of the individual/group using the building.
2. Report any problems or damages to the room immediately to the church office. Should damage or breakage occur, the individual/group will be responsible for the cost of repair/replacement.

**Please keep one copy of this document for your use and reminder as your event draws closer.**

**Please sign and return the attached copy with your completed hall rental form and payment as your understanding and intention to abide by the information on this sheet.**

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Signature of Contact Person

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Date