

FAMILY CENTER USAGE AGREEMENT

Jordan Evangelical Lutheran Church

5103 Snowdrift Road Orefield PA 18069

Phone: 610-395-5912

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Email: jordanlutheran@verizon.net

JELC agrees to allow the following named individual or organization:

Name _____

Address _____ Telephone: _____

use the JELC FAMILY CENTER for the following purpose: _____

on (date) _____ at (time) start: _____ finish: _____

The above-named individual or organization agrees to the following terms and conditions:

- 1) **Members:** the suggested donation is \$1 per person attending (\$50 minimum) to cover the cost of utilities and other expenses. Members are expected to set up and take down their own tables and chairs.
Non-Members: the suggested donation is based on the number of people in attendance - \$75 (1-50 persons), \$125 (51-100 persons) or \$200 (more than 100 persons). Non-members are expected to set up and take down their own tables and chairs. If non-members prefer to have the church set up for them, the charges are as follows: \$25 (up to 50), \$35 (up to 75), and \$50 (75 +). Final arrangements for set up should be made the week prior to the event.
- 2) **A security deposit is required at the time the date is reserved: \$100 for members and \$500 for those who are not members of Jordan.** Your deposit will be cashed, the fee deducted, and the balance returned to you after the event. Any cost incurred due to damage or excessive clean up will also be deducted from this deposit.
- 3) All groups using the facility are asked to unlock/lock the building for their own event. You may pick up a key from the church office the week prior to your event. Upon conclusion of the event, place the key in the drop box located to the left of the exit door in the Family Center Kitchen, lock that door and exit there. A key deposit *may* be required. Please be sure all lights are off, including bathrooms, and close doors firmly.
- 4) The Family Center, kitchen and bathrooms are to be kept in good order and the organization/individual is responsible for repairing or replacing damage to the facility due to their use. For this purpose financial indemnity will be acceptable to JELC.
- 5) Trash is to be placed inside the dumpster at the conclusion of the event. Cardboard boxes should be broken down.
- 6) An AED unit (automatic external defibrillator) is available on the first level of the building. Take the elevator to "1," exit to the right, the AED is located just through the double fire doors on the right side wall. Additional medical equipment is stored in the white cabinet to the left of the AED.
- 7) When a large number of children under age 18 are in attendance, sufficient adult supervision must be present.
- 8) NOT ALLOWED UNDER ANY CIRCUMSTANCE:
 - a) If a DJ is hired, he may not use "smoke machines" as these cause the smoke alarm to go off.
 - b) Helium balloons are not allowed.
 - c) Absolutely no alcoholic beverages allowed. Wedding receptions will be allowed one alcoholic toast to the bride and groom.
 - d) No flaming desserts of any kind.
 - e) Elevators and stairwells are off-limits (unless permission to use other areas of the building has been granted).
 - f) Do not unlock the set of double doors located near the table/chair storage closet.
- 11) Caterers may not use the kitchen for food preparation. They may use the kitchen equipment for warm-ups at no charge. Use of griddle and deep fryer is not permitted. All cooking/heating/food prep is to take place inside the kitchen (not in the hall). No flaming desserts allowed!
- 12) White, green or gold table linens are available for the round tables. A donation of \$3 per cloth is requested to cover laundering costs. Rectangular tables require no linens. Paper (or other) covers may be supplied by the user.
- 13) Maximum occupancy of the Family Center is 355 people. This limit is not to be exceeded under any circumstances.
- 14) Emergency contact: Sexton Linda Grantz at 484-764-9087.
I will adhere to the terms of the above agreement.

Individual/Organization Representative

Date

JELC Representative

Date