

**Jordan Evangelical Lutheran Church**  
**5103 Snowdrift Road Orefield PA 18069**

610- 395-5912

jordanlutheran@verizon.net

**APPLICATION FOR USE OF FAMILY CENTER/SOCIAL HALL/MEMORY ROOM**  
**for Community Use or by Member for Community Use or for Non-Profit Group Use**

Name of organization/group/individual: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Building must be vacated by 10:30 p.m.

Number of people attending: \_\_\_\_\_ Adults \_\_\_\_\_ Teenagers \_\_\_\_\_ Children (12 & under)

Intended use of facility: \_\_\_\_\_

Please indicate preference:

\_\_\_\_ \$50 per hour (minimum 2 hours)

\_\_\_\_ \$100 for use of kitchen (includes sinks, refrigerator, ice maker, coffee pots only)

\_\_\_\_ \$200 for use of kitchen/stove/oven

\_\_\_\_ \$25 for use of podium and/or wireless sound system

\_\_\_\_\_ TOTAL

Note: Caterers may use kitchen for warm up only. Caterers & Organizations must provide proof of insurance prior to event.

\$300 Security Deposit is requested at time application is made.

Date received: \_\_\_\_\_ Amount received: \_\_\_\_\_

List name, address, phone number, and email of the person who will accept responsibility per adherence to church regulations (see reverse) and who will be present at the time the facilities are being used.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

\*\*Office Use Only    Amount of Deposit to be Refunded \$ \_\_\_\_\_    Office Use Only\*\*

\_\_\_\_ Proof of **Liability Insurance** provided

Building key received by: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_ Key # \_\_\_\_\_

This person assumes the responsibility for the key. Lost key fee = \$25.

## RULES OF USE

- 1) No smoking is allowed in any of the buildings. No alcoholic beverages (possession or consumption) are allowed, with the exception of one toast at weddings.
- 2) The Family Center, its kitchen, the Social Hall, the Memory Room, and all bathrooms are to be kept in good order and the individual/organization is responsible for repairing or replacing damage to the facility due to their use. For this purpose financial indemnity will be acceptable to JELC.
- 3) Trash is to be placed inside the dumpster at the conclusion of the event. Cardboard boxes should be broken down.
- 4) Activity shall be restricted to that area for which permission is granted. When a large number of children under age 18 are in attendance, sufficient adult supervision must be present.
- 5) The applicant shall be present before the activity is due to start and remain with the group until all have left. The person in charge is also expected to report damage or hazardous conditions following facility usage.
- 6) No property or equipment is to be altered or removed from the premises. Decorations shall not be attached to walls or ceilings and shall be of a free-standing nature only. Helium balloons are not permitted.
- 7) No reservation is final until this application is returned along with payment and approved by the Church Office.
- 8) Authorization to use the facility is granted for legitimate purposes as stated in application and applicants shall assume full responsibility for any unlawful act committed by participants while on the JELC property.
- 9) Applicant is responsible for kitchen and equipment clean up, if used. If clean up is not acceptable, there will be a loss of some deposit monies.
- 10) JELC reserves the right to amend, change, or cancel any of the rules and regulations herein set forth at any time and without prior notice.**
- 11) This agreement is revocable at any time by JELC.
- 12) JELC reserves the right to cancel activities due to inclement weather or other unpredictable or unforeseeable conditions.
- 13) No activities shall occur while the congregation is worshipping, including Sundays, Holy Week, Lent, and other special services.
- 14) Report any cancellations to the church office no later than 3 days prior to the scheduled event, excluding weather considerations.
- 15) 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. The Family Center kitchen is equipped with a first aid kit.
- 16) Proof of Liability Insurance must be provided. (Check with your personal insurance carrier)
- 17) **Not allowed** under any circumstance:
  - a) If a DJ is hired he may not use "smoke machines" since these will set off smoke detectors.
  - b) Helium balloons are not allowed.
  - c) Absolutely no alcoholic beverages allowed.
  - 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 in the Family Center.
  - g) No use of (flame) candles is permitted. Battery-powered candles are suggested.
  - h) Use of gas fryer or convection oven is not permitted.

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I agree that all members and guests will observe the above regulations and that we will assume full financial responsibility for any and all damages done to Jordan Lutheran Church property during the above indicated period of use. Failure by the applicant to enforce any or all **RULES OF USE** shall result in forfeiture or threaten the applicant's future use of facilities. We also agree to at all times hereafter indemnify the above named church against any loss, damage or expense of any kind, which said church may sustain or incur because of use of the above described building by our guests and we will further hold said church harmless for loss of any kind in connection therewith.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Name typed or printed \_\_\_\_\_

Approved by \_\_\_\_\_ (signature of JELC representative) Date \_\_\_\_\_