



ZION'S LUTHERAN CHURCH

of Perry Township

354 Zion's Church Road
Shoemakersville, PA 19555
Church Phone: 610-562-3112
Email: churchoffice@zionslutheran.org
Website: www.zionslutheran.org

Contract for FELLOWSHIP HALL Rental:

1. Sunday Fellowship Hall rentals shall not begin before 1:00 pm.
 2. The rental fee for the use of the hall is as follows:
 - \$150.00 – non members
 - \$100.00 – inactive members*
 - \$50.00 – (suggested donation for active members)
- *Defined as one who does not regularly (at least once a month) attend/contribute/commune
3. No changes are to be made to the hall. Decorations may be used; however, only masking tape is to be used to hang decorations, but not on painted surfaces. **Please Do Not Use Tacks Or Any Other Fastening Devices!**
 4. No food or beverage is to be taken from the hall. Contract pertains to use of Fellowship Hall only.
 5. The hall, kitchen, appliances, restrooms, and parking lot are to be left in the condition they were in prior to the function. ALL DECORATIONS are to be removed, furniture arranged as it was and the clean-up is to be thorough. **(A dry mop is located in the men's bathroom closet. The key will open the door.) Brooms and dustpan are located in the kitchen closet (behind the door).**
 6. Use of kitchen and equipment are included in the rental fee. Each group or party must bring their own paper supplies.
 7. **No Smoking** in the buildings.
 8. **No Alcohol** to be stored or consumed in the buildings or on the grounds or parking lot.
 9. Garbage bags are to be removed from the trash cans and deposited in the drums within the trash containment area on the southside of the parking lot. Clean garbage bags may be found under the counter in the kitchen cabinets.
 10. Air conditioner remote is mounted on the wall above the telephone. One remote is all that is needed to turn on one or all the air conditioners. Please turn off air conditioner(s) when you are done with hall, replace remote in holder.
 11. The dial for the ceiling fans are in the boiler room off the kitchen. The dials are to the right to the side of the door, aside of the light switch. The church key will open the door.
 12. Please be sure that the restroom lights and all other lights are turned off when you leave.
 13. Zion's Church is not responsible for any inability on its part to fulfill this rental contract. The renter recognizes this and releases Zion's Church from any claims.
 14. The renter/user indemnifies and holds Zion's Lutheran Church of Perry Township harmless for any action or suit brought against Zion's Church resulting from the renter's rental or use of the property.
 15. Zion's Church has the right to void any agreement if the above rules are not upheld.
 16. **A key must be picked up at the church office during office hours (Tues. through Fri. 9-1).** When event is over, key shall be placed in the key drop box outside of the Fellowship hall doors, near the Pastor's Office door. Please make sure all doors are locked.

I understand and agree to the above statements and conditions.

Signed _____ Date _____ Phone Number _____

Date of hall rental _____

Please return one signed copy of this form along with your check payable to "Zion's Lutheran Church". Thank you.