



ST. MARY'S EVANGELICAL LUTHERAN CHURCH

3978 Littlestown Pike

Westminster, Maryland 21158-1541

Office/FAX : (410) 346-7146

Email: office@stmaryselc.org

Web: www.stmaryselc.org

**St. Mary's Evangelical Lutheran Church
Facilities Reservation Form**

Please fill-out and return this form and deposit amount to the church office to reserve facilities.
(Please print)

Name of Person/Organization _____

Contact Person _____

Mailing Address: _____

Contact Person Phone # _____ Email _____

Date(s) requesting facilities _____

Time requested from _____ a.m. / p.m. to _____ a.m. / p.m.

Function/Event _____

Area of church needed: (please circle)

Nave	Parish House	Kitchen
Classroom 1	Classroom 2	Classroom 3
		Classroom 4

I have read and understand the "Parish House Rules & Regulations" and "Cost Recovery Charges Schedule" at St. Mary's Evangelical Lutheran Church, and agree to abide by them.

Signature _____ Date _____

Name _____

For Office Use Only:

Reservation approved *or* denied Signature _____ Date _____

Post-Use Inspection:
 ____ Approved by Sexton
 ____ Not Approved: _____

 Sexton
 Signature _____ Date _____

Deposit Amount	\$ _____	Check # _____
Amount Held	\$ _____	
Amount Refunded	\$ _____	Date Sent _____

PARISH HOUSE USE

Cost Recovery Charges¹

	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
SEXTON ²	none	\$ 45.00
PARISH HOUSE DEPOSIT ³	\$50.00	\$200.00
PARISH HOUSE USE	none	\$100.00
KITCHEN ⁴	none	\$ 25.00

PARISH HOUSE RULES & REGULATIONS

No commercial or profit making use is to be made of our facilities other than occasional use for ministries of our church (e.g. Strawberry Festival, Christmas Bazaar) in carrying forward our mission. Chartered organizations of the church (e.g. Boy Scout Troop 483, Cub Scout Pack 483) need approval for fund raising activities from the Church Council.

1. Check with office when scheduling use of the Parish House. (410-346-7146).
2. Your group is to be supervised at all times. At no time are children to be allowed to roam the building.
3. No group will be permitted in the Parish House without adult supervision.
4. Your activities are to be held in your designated area only! All other areas are off limits.
5. All trash is to be taken outside and put in trash cans. No left over food is to remain in the building.
6. Kitchen floor is to be cleared of all chairs so the floor can be swept & wet mopped.
7. Kitchen tables, counters and sinks are to be washed & wiped free of crumbs, etc.
8. If any dishes, trays, utensils, etc. belonging to the Church are used they must be washed and put away in their proper places.
9. Check with Sexton to see if chairs and tables are to be put away on racks under the stage.
10. Piano must be put back in its original location if moved. Absolutely **NO PLAYING** on the piano unless by prior approval.
11. The stage and public address system are **off limits**, unless prior arrangements are made.
12. The Parish House must be vacated by 8:00 p.m. on Saturday for cleaning purposes & Sunday worship.
13. No alcoholic beverages are permitted.
14. **You are responsible for contacting the Sexton for arranging unlocking and locking of the Parish House.**

Rev. W. Allen Reed (Interim Pastor)
(home) 301-331-6368

Mark Ruby (Sexton)
(home) 410-346-6840

Susan Bowersox-Blizzard (Secretary)
(office) 410-346-7146

Maximum standing capacity 200
of Tables 17

Maximum seating capacity 150
of Chairs 136

¹ All cost recovery charges should be paid by check and are payable in advance of the event. Checks should be made payable to "ST. MARY'S EVANGELICAL LUTHERAN CHURCH", and list on "memo" section of check what it is for and date of event. Cost recovery charges are charged not to make a profit but to cover the costs associated with maintenance and operation.

² These amounts apply only if the sexton needs to clean-up after the Parish House has been used, or if kitchen supplies are used.

³ The security deposit is REQUIRED before the Parish House is used. Up to \$100 of this is refundable if the Parish House and kitchen are cleaned-up by user and clean-up is approved by the Sexton.

⁴ The Kitchen amount is for cleaning, cleaning supplies & towels.

St. Mary's Evangelical Lutheran Church Parish House Check-List

(Copies of the list below can also be found on the refrigerator in the kitchen and the auditorium.)

General Housekeeping

- The Parish House should be left in the same condition it was found.
- All trash must be consolidated and placed in dumpster containers found outside in the latticed enclosure at the rear of the parish house.
- Brooms, mops, etc. are found in the storage room under the stairs in the basement of the main entrance (church side), and are to be shaken-out before returning to storage room.

Lights and fans

- All lights and fans are to be turned off throughout the building, including rest rooms, back hall way, etc.

Water and hot water heater

- Make sure all taps are firmly turned off throughout the building.
- As a cost saving measure, the hot water heater is turned off. The hot water heater switch can be found adjacent to the furnace room, and before leaving, if used, it is to be turned off. (The switch is found in the gray box above the hot water heater on which instructions for operation are found.)

Bathrooms

- Make sure all water taps are off.
- Make sure toilets are flushed and shut-off valves seated (jiggle flush handle as necessary).
- Please be sure that everything is left in a tidy condition.

Thermostats (cold months only)

- There are two: one is located on the wall leading to the kitchen in auditorium; and on reverse side of that wall is the one for the kitchen. Return them to 55 degrees F.

Stoves (Must obtain prior approval before use)

- Make sure that gas stoves are completely turned off (except for the pilot light which will continue to be lit for each burner of the large stove).

Doors and windows

- (Cold months)--Please make sure all windows are down, latches secured, and that all doors leading to the auditorium are closed.
- (Warm months)--Doors between the auditorium and kitchen may be left open but the large doors leading to the auditorium should be kept closed when air conditioners are running.

Air conditioners (Must obtain prior approval)

- Should be all turned off when leaving.

PA system (Must obtain prior approval)

- Must be authorized prior to us through the church office, and turned off when leaving.

Please report any problems ASAP at the church office, 410-346-7146. In case of emergency, 24/7, please contact Gary Meadows (Property Committee Chairperson), 410-236-9161, or Mark Ruby (Sexton), 410-346-6840.