

Etown CoB Members, Affiliated Members, Commissions, or Group Events Non-Wedding Property Use Policy, Procedures and Forms

This policy, procedures and forms document contains information only concerning this portion of the full Property Use Policy. Contact the Church Office if you would like to see the full version of the Property Use Policy.

Definitions:

Affiliated Member: a non-member who demonstrates a connection to the congregation by participating in the Church's worship and/or work.

Event Representative: an appointed person delegated to coordinate the event with the Church Office.

When the Church May be Used

The Church may be used between the hours of 8:00 am and 10:30 pm. The time of use scheduled should include setup, program or activity and clean up. All activities will be scheduled through the Church Office to assure all facilities are ready in time for all events and to avoid conflicts of room availability and equipment.

Scheduling Events

All usage of Church facilities and grounds must be scheduled through the Church Office at info@etowncob.org or 717-367-1000 (email is preferred).

Etown CoB Church Members, Affiliated Members, Commissions & Groups

Church Members, Affiliated Members, Commissions & Groups interested in reserving Church facilities for special events or other purposes should complete a Use Application & Responsibility form (pg 5). The Church Office will review and approve the application or refer the request to the Resources Commission.

Event Details, Marketing and Communications

An Etown CoB Details, Marketing and Communications form (pg 6-8) should be completed to help the Church Office know the extent of communications wanted/needed for a particular event. It is the responsibility of the Event Representative to provide pertinent information to the Church Office to create the communications for the Church congregation and public. It is preferred that the Church Office design all communications to conform to Etown CoB's branding and consistency. Individuals, Commissions and Groups are encouraged to provide text and images to the Church Office. The Church Office and Pastoral Staff will have final text editing approval. All materials created will be approved by the Event Representative and reviewed by Pastoral Staff.

Fees for Use of Facilities

Church Members, Affiliated Members, Commissions and Groups as well as denominational programs may use facilities at no charge. Members and Affiliated Members shall have free use of Church facilities for weddings, ceremonies (such milestones as 50th anniversary or retirement) and memorial services. Members shall have free use of the Church facilities for cultural and educational events that are open to the Congregation. Fees may be charged, at the discretion of the Church Office for additional services required such as extra custodial time needed.

General User Policies

1. Any concerns or questions pertaining to the interpretation of this use policy will be referred to the Resources Commission for consideration.
2. Activities of all users of the facilities and equipment of Etown CoB shall not conflict with the Etown CoB mission.
3. Satisfactory arrangements for security must be made with the Church Office ahead of time. If outside security is necessary, it will be arranged and paid for by the user. No weapons permitted on premises. Doors can be locked or unlocked in coordination with the Church Office.
4. Children: Each user must certify compliance with Pennsylvania's Child Abuse Law. Children under age 18 must be supervised at all times. No running or ball playing is permitted inside the Church (except nerf balls which may be used in Fellowship Hall). Toys and play equipment may not be used unless use is approved by the Resources Commission or owner.
5. All users will arrange for their own food and beverages.
6. Any consumable supplies found in rooms should not be used.
7. **NO SMOKING, VAPING, DRUGS AND ALCOHOLIC BEVERAGES ARE ALLOWED IN THE CHURCH BUILDING OR OUTSIDE ON THE CHURCH GROUNDS.**
8. The use of profanity on Church property is prohibited.

Facility & Equipment Use at Elizabethtown Church of the Brethren

1. No equipment or property may be removed from the Church without the Church Office's permission and approval.
2. All electronic equipment owned by Etown CoB that is to be used for an event shall be listed on the Property Use Application and Responsibility Form. Operators of this equipment will need approval by a qualified technician of the Church.
3. Be gentle and careful with the building, tables, chairs, appliances, etc. All damage or broken items must be reported to the Church Office. If there is any damage done to the rooms (i.e. broken windows or furniture), it is expected that the cost to repair/replace them will be the responsibility of the user.
4. Rooms should be left as they are found. (e.g. toys should be put away, chairs and tables replaced, floors cleaned, kitchen appliances left clean, etc.) The standard of cleanliness is to be returned to the condition it was found in or better.
5. All trash/recycling must be removed and put into the dumpster at the rear of the building.
6. No food and beverages may be served in areas other than the Fellowship Hall, without approval of the Church Office.
7. Church-owned sports equipment may only be used if arranged with and approved by the Church Office.
8. Candles are only permitted if they have protection from wax spray under them.
9. Each user is responsible for the behavior of their guests and participants. Any damage done to the Church or Church property by guests and participants will be the responsibility of the user.

Kitchen:

1. Clean and return all kitchen and dish room items to their proper places.
2. Wipe off all counters and sinks.
3. Clean thoroughly all appliances that were used.
4. Directions for dishwasher use are posted by the dishwasher. Please make sure it's turned off after use.
5. Directions for use of the stove and convection ovens are posted. Please make sure to follow them, and double check that the stove and oven controls are turned to their off positions when finished. Check that hood lights and hood fan are both in the off position.
6. Label and date any food left in the refrigerator or freezer. Place items only in Etown CoB labeled spaces.
7. Sweep or wet mop the floor as needed. Brooms and dust mops are stored in the Storage Room at the rear of Fellowship Hall. Mop and bucket can be found in the mechanical room. Dispose of water in the sink in the mechanical room or in the outside drain at the base of the outside stairs. Please do NOT dump the dirty water in any kitchen sink.
8. Carry all trash, garbage and recycling to the dumpsters at the rear of the building before you leave. One is marked clearly for recycling. The other is for the trash and garbage. Please break cardboard boxes down flat and place them along with your other recyclables in the dumpster at the rear of the building marked for recycling. Both dumpsters may be accessed through the doors at the back left of the Fellowship Hall. Be aware that the outside door locks behind you. Please prop it open if you desire to re-enter through that door. Be sure it is closed securely when you are finished.
9. Take home any used dishcloths and towels and return them to the storage boxes at the dishwasher after they have been laundered.

Fellowship Hall:

1. Be gentle and careful with the building, tables, chairs, appliances, etc. All damage or broken items must be reported to the Church Office. If there is any damage done to the rooms (i.e. broken windows or furniture), it is expected that the cost to repair/replace them will be the responsibility of the user. When round tables are already set up, please lift them if you need to relocate them (do not drag or pull across the floor).
2. No running or ball playing is permitted inside the Church (except soft nerf balls which may be used in Fellowship Hall). Toys and play equipment may not be used unless use is approved by the Resources Commission. Children under age 18 must be supervised at all times.
3. **NO SMOKING, VAPING, DRUGS AND ALCOHOLIC BEVERAGES ARE ALLOWED IN THE CHURCH BUILDING OR OUTSIDE ON THE CHURCH GROUNDS.**
4. The use of profanity on Church property is prohibited.
5. Before leaving, arrange the tables, by the pass through window, as they were when you entered. All chairs should be returned to chair racks found in the storage room at the rear of Fellowship Hall.
6. Follow the same Sweep/Mop instructions as in the Kitchen section.
7. Follow the same Trash/Recycling instructions as in the Kitchen section.

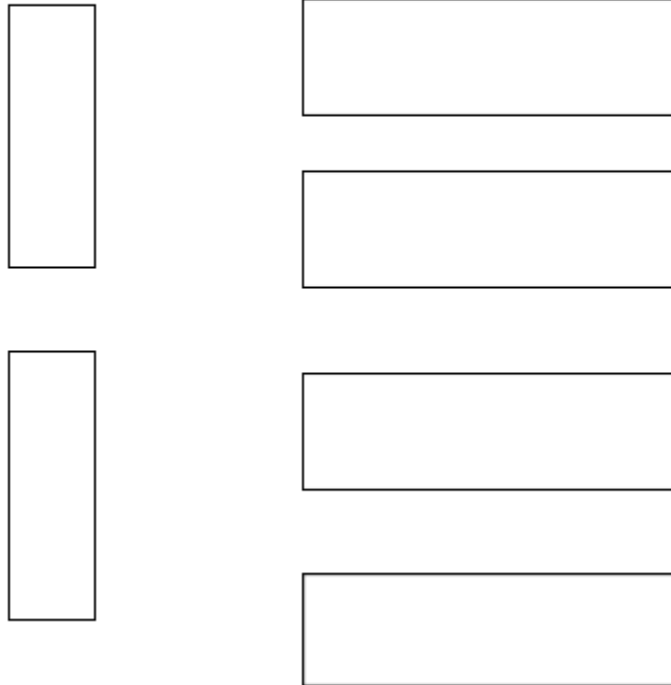
Fellowship Hall Table Arrangement:

This chart shows the usual set up of tables and chairs near the kitchen end of Fellowship Hall. Tables can accommodate 10 chairs at each of these 6 tables (4 on each side and 1 at each end).

If the chairs were on top of the tables when you arrived for your event, please place them back on top of the tables. Thank you.

Kitchen

counter with window



Elizabethtown Church of the Brethren Property Use

Application and Responsibility Form & Agreement
(One-Time or Occasional Use)

Family/Commission/Group Name: _____

Event Representative: name, address, email and phone number

Description of Activity/Use:

How Many People? _____ Requested Date(s) & Hours of Use: _____

Facilities & Equipment requested: _____

Electronic Equipment needed & operator(s)'s name(s) and phone number(s)

If the Kitchen is needed, how will it be used?

User agreement:

I/We agree...

1. To hold the Church harmless from any and all claims arising from the user's activities at the Church, and agrees to release the Church, its officers, staff, members, and volunteers from any and all liabilities in conjunction with their use of the facilities and equipment.
2. To certify compliance with Pennsylvania's Child Abuse Law 23 PCSA § 6303, if applicable.
3. To be responsible for all setting up and cleaning up.
4. To take responsibility for the actions of all guests and participants using the facility.
5. To have read and agree to abide by the Etown CoB Rules & Regulations for Use of Church.
6. That the information provided is accurate and true.

Event Representative: sign and date

Approved by Resources Commission Chairperson/Delegate: sign, include position and date

Approved by Pastor: sign and date

Approved by Church Office: sign and date

Approved by Music Coordinator/Accompanist: sign and date

Approved by Sound/Lighting/Video Technician: sign and date

1/ If information provided in the user agreement is found to not be accurate, the event may be canceled without notice or while in progress.

Etown CoB Event Details, Marketing and Communications

Family/Commission/Group Name: _____

Event Representative: _____

Music Coordinator/Accompanist: _____

Sound/Lighting/Video Technician: _____

Short Description of Event: _____

Date/Time of Event: _____

Doors to be set Open: Yes No

Time Open: _____ Time Closed: _____

Which Doors (check all that apply):

- Memorial Entrance (main entrance under portico)
- Centennial Entrance (back of building, center, near centennial garden, ECCC entrance)
- Education Entrance (back of building, far end, ECNS entrance)

Type of Event: Congregational Public Private

Recurring Event: 1-Time Weekly Monthly Other _____

Room(s) Requested (check all that apply):

- Sanctuary (428)
- Fellowship Hall (417, 312 banquet setup)
- Memorial Lobby (98 standing, 65 chairs only, 34 tables & chairs)
- Kitchen (25)
- Parlor (25)
- 101 (Blaze, 52 chairs only, 34 tables & chairs)
- 102 (virtual capable, 68 chairs only, 43 tables & chairs)
- 106 (48 chairs only, 30 tables & chairs)
- 108 (jr/sr high, 25 w/couches)
- 110 (36 chairs only, 23 tables & chairs)

of People Expected to Attend: _____

Facilities/Equipment Requested (chairs, tables, etc): Yes No

What and how will it be used: _____

Kitchen Requested: Yes No

What and how will it be used: _____

Electronic/Sound/Booth Equipment and Livestreaming Inquiries must be coordinated through Kirk Kreider, kk5sound@yahoo.com or 717-367-3104.

Electronic Equipment Requested: Yes No

What and how will it be used: _____

Who will run the equipment: _____

Livestreaming:

Would you like the event livestreamed on YouTube? Yes No

Fees associated with livestreaming (select one):

\$100 for Sound Only

\$125 for Sound & Livestream

\$200 for Sound, Livestream, & Separate Video Operator for multi-angle views
make check(s) payable to operator(s)

Fees are subject to change at any time at the discretion of the Expressions Commission or Technician.

The Event Representative will receive a link to the livestream to share publicly/privately.

Slide Show: Yes No

Select all that apply:

When? Before Event Start Event During Event End of Event Fellowship Hall

Format: PowerPoint Video (MP4) Picture Slideshow

Medium: Thumb/USB Drive DVD CD

How should it run? Once Loop (settings must be done when created)

Music: Yes No Is music on CD or included in Media? _____

Music played through Sound System: Yes No

Acceptable formats are MP4 video or PowerPoint presentations. The medium must be placed in Kirk's church mailbox NO later than the day before. Please text or email Kirk after the medium has been placed in his mailbox: 717-367-3104 or kk5sound@yahoo.com.

Electronic Equipment Requested in Fellowship Hall: Yes No

Check all that apply:

TV Cart 1 - includes: DVD/VHS combo player, Chromecast device that can stream content from Apple & Android devices and the internet.

TV Cart 2 - includes: BluRay player, Apple TV that can be used to mirror content via Airplay from an Apple device.

Microphone

Movie Screen

Projector

Ushers Needed: Yes No

Volunteers Needed: Yes No

Sign Up Options (coordinate with Church Office): Sign Up Genius Google Form Other

Advertising/Marketing (mark all that apply):

It is the responsibility of the Event Representative to provide pertinent information to the Church Office to create the communications to the Church congregation and public. It is preferred that the Church Office design all communications to conform to Etown CoB's branding and consistency. Event Representatives are encouraged to provide text and images to the Church Office. The Church Office and Pastoral Staff will have final text editing approval. All materials created will be approved by the Event Representative and reviewed by Pastoral Staff. The Church Office and Pastoral Staff will determine frequency of advertising/marketing and approved requests.

- Listed in Church Calendar
- Announcement Slide(s) (1920 x 1080) to be shown before Worship Services and in Memorial Lobby
 - Created in Church Office
 - Provided (If not created in the Church Office, please be sure that the 1920 x 1080 size is used when created. It is preferred that the Church Office creates slides so that edits can be made easily)
- Website Event
 - Registration: Yes No
 - Format: Website Form Google Form Sign Ups in Memorial Lobby
 - Direct to another website: _____
 - Other _____
 - Tickets Needed: Yes No
 - Cost: FREE Free-will offering \$ _____
 - Where to purchase: _____
 - How is money being collected: _____
 - If money is collected through Etown CoB then all checks should be made payable to "Etown CoB" with "Event Name" listed in the memo line. Unless stated otherwise.
 - Deposit money into which Conduit #: _____ (only if money is collected through Etown CoB)
- Facebook Post/Instagram Post
- Facebook Event
 - Facebook Boost (extra cost will be billed to Event Representative to reimburse Church)
- Weekly Events Flyer
- Standalone All-Church Email (usually released on a Tues, Wed or Thurs to not conflict with our normal weekly schedule of all-Church emails released on Fridays & Sundays)
- Flyers: Full Page 1/2 Page (2-up) 1/4 Page (4-up) 1/8 Page (8-up)
- Number of copies needed: _____

Details/Notes: _____