

BUILDING USE APPLICATION
REFORMATION EVANGELICAL LUTHERAN CHURCH
3670 PERKIOMEN AVE
READING, PA 19606
610-779-0534

Reformation Church encourages the maximum use of church facilities for community programs. Applications for building use may be obtained from the church office and should be returned to the parish administrator. The parish administrator in matters of an ordinary nature may grant Approval/Disapproval. In other instances, the application will be taken to the congregation council for approval or disapproval.

GUIDELINES & REGULATIONS:

1. Consideration will be given to the applicant's need to use church-owned equipment and storage space.
2. In the event of an emergency or uncontrollable situation, use of facilities by church groups precludes all commitments to other groups.
3. Children must be supervised at all times.
4. Applicant agrees to thoroughly clean the space provided before leaving, lock doors and turn off lights. Please follow the "Room Guidelines" provided on separate paper.
5. The applicant agrees to make good to the church for any loss or damages occurring during the time the applicant used the building.
6. The applicant will provide a certificate of insurance.
7. The following are prohibited:
 - [a] preparation of food in the church kitchen
 - [b] smoking in the church building
 - [c] bringing any alcoholic beverages or controlled drugs into the church building

NOTE: When the use of significant space is requested, the application for building use will be reviewed by the congregation council on an annual basis to make sure that the request does not conflict with the changing ministry needs of the congregation. **A donation is recommended for the use of the building to cover maintenance cost. Thank you for selecting Reformation Evangelical Lutheran Church for your meeting space.**

PLEASE COMPLETE AND RETURN THIS PORTION. APPLICATION FOR BUILDING USE

Date of application: _____

Name of individual and organization: _____

Date(s) of event: _____

Purpose of event: _____

Beginning time: _____ Ending time: _____

Room needed: _____ Anticipated attendance: _____

Equipment required: _____

Supervisor(s) in charge: NAME: _____

ADDRESS: _____

TELEPHONE: _____

I have read the BUILDING USE GUIDELINES & REGULATIONS and agree to abide by them. I recognize that failure to do so can result in the cancellation of the application.

SIGNED: _____ DATE: _____ revised 10/08