



ST. MARK'S EVANGELICAL LUTHERAN CHURCH

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The Rev. James T. Farnsworth, Pastor

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REQUEST FOR USE OF MYERS HALL

All requests for the use of the Myers Hall are to be submitted at least 30 days prior to use with the completion of this form. Events hosted by non-members of SMLC or that involve fundraising will require approval from our Congregation Council. The completed form shall be placed in Church Secretary's mailbox or mailed/faxed/e-mailed to a church contact listed above. Requests will be processed to verify that the date is available and then returned to you.

_____		_____	
Name of Group		Contact Person and Phone Number	

Type of Event _____			

Date Requested for Use	Requested Time of Use	Set-up Date (if needed)	Approx. Number People Attending

It is important to include the set-up times if different from the time of use so that additional activities are not scheduled that may conflict with your needs.

Will the event include charging an admission fee or fundraising activities? If it does, please describe:

PLEASE NOTE THAT IN THE EVENT OF A FUNERAL THAT WOULD INCLUDE A LUNCHEON IN THE FELLOWSHIP HALL, YOU MAY BE REQUIRED TO CHANGE THE TIME OF YOUR EVENT.

I have reviewed the considerations for use on page 2 of this form and understand my responsibilities.

_____	_____
Signature	Date Form Completed

When approved this request will be returned to the contact person listed above to confirm the reservation. The sexton will contact you to verify the details for preparing the Hall for your use

Thank you for considering our facility.

----- For Church Administrative Use -----

Date Request Received? _____ Date for Use OK? _____

Request Scheduled on Church Calendar of Events? _____

Welcome to our Facilities

We hope you find our Myers Hall accommodating to you needs. The congregation maintains these facilities with a limited budget so it will be greatly appreciated if the condition and cleanliness of the area after your use are much like you found them. In the spirit of good stewardship, here is a list of things we ask you to do in using the facilities:

1. Alcoholic beverages and illicit drugs are not permitted on the grounds. The use of tobacco products is allowed only in the designated areas.
2. Please feel free to arrange tables and chairs to accommodate your needs. To save on the wear from setting up and tearing them down, we ask that they remain where you used them. However do not have furniture placed in front of doors where they may limit access.
3. If you are using the kitchen area...
Wash all utensils, pots, and dishes and returned to their place
Clean the counter tops
Turn off all burners on the gas stove and clean off any spills or splatters
Take all of your items in the refrigerator or freezer with you
If linen dish cloths and/or towels are used, please launder them and returned in timely fashion
4. Report any equipment that did not function properly and any damage. You will be expected to pay for damage caused during your use of the facility.
5. The following fees are charged to help offset the cost of maintaining our facilities. Please make the payment to St Mark's Lutheran Church in advance of the event.

	<u>Member</u>	<u>Non/Inactive Member</u>
Use of the Hall	\$ 50.00	\$ 100.00
Use for a Funeral Luncheon	\$ 0.00	\$ 50.00
Use of the Kitchen	\$ 0.00	\$ 50.00
Donation to Sexton	\$ 100.00	\$ 100.00
For each hour of use in excess of 2 hours	\$ 25.00	\$ 50.00

The sexton will arrange the tables for the luncheon and provide any other physical needs.

Once again, thank you for considering our facilities for your needs. Our congregation considers this an opportunity in which God's gifts can be shared with many.