

First Unitarian Universalist Church of Berks County
Rules and Regulations for Church Use

1. The Office Administrator will contact approved gatekeepers to determine the availability of one to open and close the church for non-member rentals.
2. For member rentals not requiring a gatekeeper, it is the responsibility of the member of the church to contact the church Office Administrator to make arrangements to gain access to the church and to return any borrowed keys.
3. The applicant is responsible for returning the facility to the condition in which it was received. Chairs, tables, and other items must be returned to original positions or storage. Floors must be swept and areas cleaned up. All garbage and litter created by the use must be collected and placed in the dumpster at the rear of the church.
4. For some events, special cleaning services with additional fees may be required as a condition for approval.
5. Applicants are responsible for any damages incurred and will be charged for repairs.
6. Applicants should familiarize themselves with the location and operation of the fire extinguishers prior to the start of the event.
7. If the kitchen is used, it is incumbent upon the applicant to turn off all appliances used and to leave the kitchen as they found it.
8. All food items must be supplied. Under no circumstances are kitchen pantry items to be used for non-church events.
9. There must be no use of any type of open flame, including but not limited to, candles, oil lamps, grills, or burning logs. Candles, if they are to be used, must be enclosed in a non-flammable container such as glass. Specific permission must be acquired if the applicant is using the church sanctuary for a special activity and desires to use candles. This permission must be requested at the time of the application.
10. Smoking on church property or in church buildings is not permitted. No pets are allowed on premises except for the annual animal service as approved by the worship committee. Alcoholic beverages are not permitted on any part of church property except within the Gerber Room with prior Board or minister approval.
11. No group, organization, or individual may fund raise, engage in any game of chance, or solicit or post signs espousing a political cause, party, or person.
12. Heat/AC controls should not be touched or changed by any user of the facility. The Building Committee will program the heat controls for the scheduled event, and the gatekeeper may adjust controls upon request.
13. Applicants must remain only in the areas requested and approved for use.
14. Parents/Guardians are at all times responsible for their children.

Applicant Signature: _____ Date: _____

Church Representative: _____ Date: _____

Adopted: 7/10/07

Revised: 1/18/11