

**BERN EVANGELICAL LUTHERAN CHURCH**  
**820 WEST LEESPORT ROAD, LEESPORT, PA 19533**  
**PHONE: (610) 374-4343**  
**FAX: (610) 374-1014**  
**EMAIL: bernlutheranchurch@gmail.com**

**Mission Statement:**

Bern Evangelical Lutheran Church seeks to serve its' members, the wider community in which it is located, and the sister congregations and churches with which it partners in the Evangelical Lutheran Church of America (ELCA). Bern Evangelical Lutheran Church seeks to serve other denominations within the common communion as well. It does this, in part, by making its facility available for use. It is expected that all who use the facility will do so in a manner befitting standards expected by Christians. Secular organizations which use the facility are expected to comply with the Christian nature of the facility and its structures.

**Use of Facilities in General:**

The facilities are available to members, church organizations, civic groups, as well as non-members.

Users shall be responsible for any damage to the facilities or other loss to the church caused by user or the persons attending user's event, including damages or loss caused by accident or willful misconduct. User shall promptly reimburse the congregation for such loss upon request from the church.

The facilities of Bern Evangelical Lutheran Church are **smoke free** and **alcohol free** at all times. There are no exceptions. Smoking is permitted outside of the building. Butt cans are provided and shall be used. Alcohol shall not be allowed anywhere on the property of Bern Evangelical Lutheran Church.

Tables and chairs may be borrowed by active members after arrangements have been made with the church office or the Chairperson of the Property Committee. A sufficient number of tables and chairs shall remain for any scheduled activities.

Use of the facilities by members and others will be according to the use fees, as established by the Congregation Council (see attachment "A"). Special exemption or reduced fees may be requested by faith-based and civic organizations. All requests for reduced or waived fees must be addressed to the Congregation Council and submitted to the church office.

Under emergency circumstances, use of the facilities may be authorized by the Pastor of the congregation.

The security deposit, if required by this policy, must be paid with a separate check so that it may be easily returned after the use of the facilities, provided no damage occurred and no additional fees are due.

The security deposit and use fee, and a Certificate of Insurance if required, shall be paid 30 days prior to the meeting/event. Failure to provide advance payment may result in cancellation of the reservation. An additional \$15.00 fee shall be assessed for returned checks. In the event a check is returned, the user contact person will be notified and payment must be made in the form of cash, money order, or certified check or the reservation will be cancelled. If the reservation request is made less than 2 weeks in advance, the request must be accompanied by payment in the form of cash, money order, or certified check.

If the reservation is cancelled by the user more than seven (7) days prior to the date of use, there will be no charge. If the reservation is cancelled less than seven (7) days prior to use but more than 24 hours prior to use, 50% of the donation will be refunded. In all other cases, the full donation amount will be non-refundable. No charge will be made for cancellation due to snow or other severe weather provided the church is notified at least 4 hours prior to the scheduled opening of the facility.

Bern Evangelical Lutheran Church reserves the right to cancel any event due to severe weather. If the event is cancelled by the church, the user will be notified as soon as possible and will receive a full refund.

The Sanctuary may be used **only** by special permission of the Pastor of the congregation.

Church facilities are not permitted to be used by any outside organization for fund raising purposes.

Scheduling priority is **always** given to Church services, member groups, and other church-related groups as scheduled prior to receipt of the request and payment in full.

All groups are expected to maintain good order when present on church property, whether inside or outside of the building.

Permission of use of the Social Hall **does not include the entire building.** This applies whether the event is for business or social purposes. Use of the Social Hall and kitchen does not include use of the classrooms, nursery, library, or the Sanctuary. Use of the Social Hall does include use of the restrooms and connecting corridors.

The facility must be vacated by 10:00 p.m. Special exceptions may be granted by approval of the Congregation Council.

Youth and children under the age of 18 are not to be in the building at any time unsupervised.

No gambling of any kind shall be permitted.

No alcoholic beverages or illegal substances of any type are permitted on church property.

Unruly behavior and profane language will not be tolerated. Offenders will be asked to leave immediately.

Appropriate attire must be worn on the premises at all times.

Regular scheduled use of the facilities must be approved by the Congregation Council.

Respect the church property and handle it with care. **Restitution will be required for damage to the church facilities or other loss to the church by users or user's invitees, including damage or loss caused by accident or willful misconduct.**

Only table decorations are permitted. There will be absolutely no attaching (i.e. taping, tacking, etc.) decorations to the walls, windows, or ceilings.

No open flames are allowed at any time except candles on cakes (i.e. birthday cakes, anniversary cakes, etc.).

No pets are permitted inside the facility except trained service animals or by special permission of the Congregation Council.

When the Social Hall is rented, refreshments are only permitted in the Social Hall area and the vinyl floor area of the Narthex.

Weapons are prohibited on the property of Bern Evangelical Lutheran Church. The only exception is qualified law enforcement officers as defined by Title 18, United States Code §926B, established by the Law Enforcement Officers Safety Act of 2004 (P.L. 108-277, July 22, 2004).

Telephone use shall be limited to church business, emergencies, and brief personal calls made from the facility. **NO LONG-DISTANCE CALLS. NO RETURN CALLS TO THE FACILITY.**

**Use of the Kitchen:**

Users of the Social Hall are permitted to use the kitchen area as needed (i.e. counters, refrigerators, and/or freezer.)

The stoves and ovens are available for use in conjunction with rental of the Social Hall for an additional fee (see attachment "A").

All utensils, stoves, and ovens must be thoroughly cleaned and turned off after use. **Vent fans must be turned on when any stove or oven is in use.**

Do not store leftovers in the refrigerator or freezers. Groups or individuals should take all food home at the conclusion of the event. Food left by our own groups must be labeled.

If any dishes, glassware, bowls, etc. are used in the kitchen or Social Hall, they must be washed and returned to the proper storage area. Coffee makers must be emptied and cleaned.

Consumable items (i.e. paper products, sugar, creamer, condiments, etc.) are not to be taken from the storage area.

All trash and garbage must be removed to the outside dumpster. Cleaned recyclables are to be placed in the proper receptacle.

**Reservation Procedure:**

A calendar of use is provided on the bulletin board in the office hallway. Arrangements to rent the facilities are to be made with the church office at 610-374-4343 during regular weekly business hours. The following information is required:

- Date and time of use
- Location of meeting or event (room or rooms to be utilized)
- Name, address, and telephone number of the group contact person

Reservations are not considered made until the church receives the completed and signed application along with the required payments.

**Responsibilities:**

Upon receipt of a request for use of the facilities, the office staff will:

- Check the availability of the facilities
- Provide or mail an application and a copy of The Policies for Use of Church Facilities
- Receive the completed and signed application along with the required security deposit, subsequent payment, and Certificate of Liability if required by this policy.
- Issue and accept returned keys to/from members and regular users as defined by this policy.
- Notify the Property Committee Chairperson or their designee by telephone and provide a copy of the completed application.
- Issue a check to the monitor, if one is assigned or required by this policy, upon receipt of the signed monitor checklist.
- Provide a copy of the monitor checklist to the Property Committee Chairperson for corrective action on any discrepancies noted.
- Maintain all documents relating to each facilities use for a 12-month period.

The Property Committee Chairperson or their designee will:

- Secure a monitor for the meeting/event if requested by the user or required by this policy.
- Provide the name of the appointed monitor to the church office staff.
- Review the monitor checklist and ensure any discrepancies are corrected.

The monitor will:

- Make contact with the person in charge of the meeting/event.
- Arrange the time for the facility to be opened and closed.
- Exchange contact information with the person in charge of the meeting/event.
- Meet with the person in charge at the agreed upon time to open the facility and do a walk through, including:

- Unlock the doors, turn on the lights
- Adjust thermostats as needed
- Check initial cleanliness – note and correct any deficiencies
- Ask if there are any questions regarding this policy
- Review the location of the restrooms
- Review the location of emergency exits
- Review the location of cleaning equipment and supplies
- Review the location of trash cans/recycle bins
- Verify contact information during the meeting/event
- Be available in person or by telephone during the meeting/event
- Meet with the contact person at the end of the meeting/event
  - Check for cleanliness – note any deficiencies not immediately corrected
  - Ensure all kitchen equipment and appliances are turned off
  - Check restrooms – make sure no water or toilets are running
  - Check furniture set-up
  - Check and ensure all windows are closed and locked
  - Make sure all trash has been placed in the outside dumpster
  - Adjust the thermostats as needed
  - Turn off all lights
  - Ensure all doors are locked and properly latched
  - Note the time the group left
  - Complete the monitor checklist and return it to the church office (Attachment “B”)
- In lieu of compensation as an employee of Bern Evangelical Lutheran Church, the monitor shall receive a stipend in the amount of \$50.00 from the church per meeting/event. This payment is included in the fee paid by the user and will be paid to the monitor by the church.

Users of the facilities will:

- Notify the monitor or the church office staff in the event the meeting/event is cancelled or if there is any change in the scheduled time or contact person.
- Keep all exit areas, doorways, and fire extinguishers unobstructed.
- There shall be two (2) individuals in charge of the activity. At least one of these individuals shall be present whenever any members of the group are present. These individuals shall be responsible for the conduct of the members of the group and the care of the facility.
- At no time shall the facility be left unattended during the scheduled event.
- The user group shall provide all necessary supplies for the event (i.e.: paper products, coffee, condiments, etc.).
- Areas of use are to be restored to the proper room arrangement and cleanliness. Food and/or spilled substances are to be cleaned up immediately.
- If the kitchen is used, it is to be left in the condition it was found, or better.
- Furniture, equipment, or anything else which is moved must be returned to its prior position at the conclusion of the event.
- At the beginning and end of the use period, the group contact person and the church appointed monitor, if requested or required by this policy, will perform a walk through to ensure building cleanliness and security.

- Each organization is responsible for the proper storage or removal of its own personal property and the property of its event attendees or invitees, including all equipment and supplies. Personal property, including equipment and supplies, may not be left in church storage facilities without explicit authorization. **In any event, the church will not be responsible for any personal property, including equipment or supplies, left on the church premises.**
- If the meeting/event is going to conclude prior to the scheduled time, the group contact person shall contact the church appointed monitor, if requested or required by this policy, 15 minutes prior to the conclusion.
- In the event of an emergency, the user will immediately call 911 for police, fire, or EMS emergencies.
- In the event of an emergency or any problem or question arises with/about the facility, the user will contact the church appointed monitor or other contact list as provided and/or posted.

**Active Members and Regular Users:**

Active members and regular users (weekly or monthly use and approved by the Congregation Council) may be issued a key to the facility and a monitor will not be required. The active member or regular user contact person will be responsible for completing the monitor checklist at the beginning and at the conclusion of each meeting/event. The user/monitor checklist should be placed in the letter slot of the church office door along with the key issued, unless the key has been assigned to the user.

The active member or regular user contact person shall be responsible for the key issued. The key shall not be passed to another person without first notifying the church office and providing contact information for the new key holder. The key shall not be duplicated. Any lost or stolen key shall be reported to the church office immediately. A fee of \$25.00 will be charged for lost or stolen keys.

At the request of the member or regular user, a monitor may be appointed for each meeting/event and the user will pay an additional \$50.00 fee per meeting/event.

Regular users shall update the contact information with the church office annually, or at any time there is a change of any pertinent information.

**ATTACHMENT "A"**  
**BERN EVANGELICAL LUTHERAN CHURCH**  
**820 WEST LEESPORT ROAD, LEESPORT, PA 19533**  
**PHONE: (610) 374-4343**  
**FAX: (610) 374-1014**  
**EMAIL: bernlutheranchurch@gmail.com**

**REQUEST FOR FACILITIES USE**

Name of person or organization: \_\_\_\_\_  
 Name of Bern Lutheran Church member: \_\_\_\_\_  
 Type of organization: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 Address of contact person: \_\_\_\_\_  
 Telephone number: Daytime \_\_\_\_\_ Evening \_\_\_\_\_  
 Date of meeting/event: \_\_\_\_\_ Time: \_\_\_\_\_  
 (No activities after 9:00 p.m., premises must be vacated by 10:00 p.m.)  
 Purpose of the meeting/event: \_\_\_\_\_  
 Approximate # of people attending: \_\_\_\_\_

**Facilities Requested:**

<input type="checkbox"/> <b>Social hall</b> (Maximum capacity – 150 people) <input type="checkbox"/> with kitchen (use of stoves and conventional ovens) – additional \$30.00 <input type="checkbox"/> without kitchen (users may use the kitchen counters, refrigerator, and freezer as needed)	
<u>Active member donation:</u> \$75.00 (up to 8 hours) (including set up & decorating) \$10.00 each additional hour	<u>Inactive and non-member donation:</u> \$350.00 (up to 8 hours) (includes monitor fee) (including set up & decorating) \$50.00 each additional hour \$100.00 security deposit (separate check)
<b>PAYMENT OF ALL FEES IS DUE 30 DAYS PRIOR TO THE DATE OF RESERVATION.</b>	

<input type="checkbox"/> <b>Sanctuary</b>	
<u>Active member donation:</u> No charge	<u>Inactive &amp; non-member non-refundable donation:</u> \$100.00
<b>USE OF THE SANCTUARY REQUIRES SPECIAL PERMISSION OF THE PASTOR OF THE CONGREGATION</b>	

I/We agree to comply with all rules, regulations, and guidelines as spelled out in the Facilities Usage Policy of Bern Evangelical Lutheran Church.

USER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

BERN MEMBER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SEE REVERSE SIDE FOR INSURANCE REQUIREMENTS AND REQUIRED SIGNATURE(S)**

**INSURANCE REQUIREMENT**

Each NON-MEMBER organization, group, or individual request must be accompanied by a Certificate of Insurance evidencing bodily injury/property damage general liability coverage, in an amount of not less than \$1,000,000.00 per occurrence and medical payment coverage in an amount of not less than \$5,000.00 per person, and naming Bern Evangelical Lutheran Church as an additional insured and/or loss payee, as applicable, under the applicant’s policy. The insurance evidenced by such Certificate of Insurance shall be maintained and kept in full force and effect as of the day or dates of the requested use of the facilities.

**HOLD HARMLESS AGREEMENT**

The applicant for itself, its principals, directors, officers, agents, employees and invitees and all their heirs and successors, as applicable, also agrees to defend, indemnify and hold harmless Bern Evangelical Lutheran Church from and against any claims, demands, suits of any kind, direct or indirect, for any and all losses, damages, or injuries to others, including death, personal injury and property damage or loss, arising out of or relating in any way to the applicant’s and its principals, directors, officers, agents, employees and invitees’ use of the facilities.

**AGREEMENT**

I/We agree to comply with all rules, regulations, and guidelines as spelled out in the Facilities Usage Policy.

USER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

BERN MEMBER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**ATTACHMENT "B"**  
**BERN EVANGELICAL LUTHERAN CHURCH**  
**FACILITIES USER / MONITOR CHECKLIST**

User name: \_\_\_\_\_

Date of use: \_\_\_\_\_

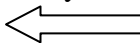
**Beginning time:** \_\_\_\_\_ **Ending time:** \_\_\_\_\_

**OPENING:**

- Unlock the doors, turn on the lights
- Adjust thermostats as needed
- Check initial cleanliness – note any deficiencies

\_\_\_\_\_  
\_\_\_\_\_

**CLOSING:**

- Check for cleanliness – note any deficiencies
- \_\_\_\_\_  
\_\_\_\_\_
- Ensure all *kitchen equipment and appliances are off (including small coffee maker)*
  - *Check all restrooms:*
    - Make sure no water or toilets are running and *lights are off*
  - Check furniture set-up
  - Check windows and ensure that they are closed and locked
  - Make sure all trash has been placed in outside dumpster
  - Adjust thermostats as needed
  - Turn off power for sound system (*if used*)
  - **Turn off all lights** ← 
  - Ensure all doors are locked and properly latched
  - **Note time the group left:** \_\_\_\_\_

Premises were left in satisfactory condition: ( ) Yes ( ) No (please explain)

\_\_\_\_\_

Comments: \_\_\_\_\_


\_\_\_\_\_

**Signature:** \_\_\_\_\_  
(Please return this form and the keys to the church office prior to departure.)

Originally adopted by Council on November 19, 2012  
Effective Date: January 1, 2013, Revised: January 27, 2022

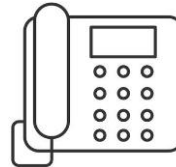
## CHECKLIST

Before leaving the building, please check.....

- **Restrooms** Toilets flushed and shut off, faucets and lights turned off, check and empty nursery bathroom diaper pail (if applies)
- **Kitchen** Ensure all kitchen equipment and appliances are turned off. This includes countertop coffee maker and exhaust fan (switch is located at door exiting kitchen to hallway).
- **Thermostats** Summertime – Turn the air conditioning off, fan on automatic.  
Wintertime – Thermostat set at 65°, fan on automatic. Thermostats outside Social Hall are NOT to be changed.
- **Lights**  **ALL LIGHTS Turned off**, including outside Social Hall lights. The switch is located on wall to left of the outside Exit door.
- **Trash** Ensure all trash has been collected, bagged and placed in dumpster located outside kitchen exit.
- **Windows** Ensure all windows are closed and locked.
- **Tables and Chairs** Arranged in the way in which you found them.
- **Doors** ENSURE ALL EXIT DOORS ARE LOCKED AND PROPERLY LATCHED.
- **Cleanliness** All areas are to be as neat and clean as you found them.

In case of a problem, contact:

1. Matt Kasisky @ 610-780-7651
2. Rick Gruber @ 610-926-5456 / 484-575-6711



- Return “Facilities User/Monitor Checklist and key (if applicable) to office door mail slot.

Revised March 21, 2022