

**Enola Emmanuel United Methodist Church**  
22 Salt Road, Enola, Pennsylvania 17025  
(717) 732-1713 office@eeumc.org

**GUIDELINES FOR USE OF ENOLA EMMANUEL UNITED METHODIST CHURCH (EEUMC) FACILITIES**

**USE OF FELLOWSHIP HALL**

EEUMC Member: Applying for personal use; i.e. birthday party, shower, retirement party, etc.  
\$50.00 Fee – Up to 50 people \$100.00 Fee – 101 to 150 people  
\$75.00 Fee – 51 to 100 people \$125.00 Fee – 151 to 200 people  
Space to be cleaned and returned to original condition.  
\$25.00 per hour will be billed if additional cleaning is required.

Outside Organization: A member applying on behalf of a non-church group; i.e. social clubs, athletic leagues, etc.  
\$100.00 Fee – Up to 50 people \$175.00 Fee – 101 to 150 people  
\$125.00 Fee – 51 to 100 people \$200.00 Fee – 151 to 200 people

EEUMC Non-Member: \$250.00 charge for up to 4 hours use maximum 200 people.  
\$25.00 per hour for each additional hour.  
\$50.00 refundable deposit required.

Space to be cleaned and returned to original condition.  
Deposit will not be refunded if there is any damage to the facility/property or additional cleaning is required.

There shall be NO fee for any funeral luncheon for church members. Donations will be accepted.  
\$150.00 donation is suggested for United Methodist Conference functions.

**USE OF KITCHEN**

EEUMC Member: \$25.00 fee, when used as a cooking kitchen.  
Space to be cleaned and returned to original condition.  
\$25.00 per hour will be billed if additional cleaning is required.

EEUMC Non-Member: \$50.00 charge for up to 4 hours use  
No additional per hour charge  
Space to be cleaned and returned to original condition.  
\$25.00 per hour will be billed if additional cleaning is required.

The use of the kitchen by any non-member shall be limited to a SERVING kitchen only. All food preparation must be completed off premises. This includes caterers.

A church member familiar with the kitchen and its operations shall be on site for any use of the kitchen by a non-member or caterer.

**USE OF EEUMC FACILITY**

There shall be a \$25.00 Fee for the use of other rooms within the EEUMC facility, such as the Conference Room, Arts & Crafts Room, Youth Room or other classroom space also the Pavilion.

**NOTE:**

All fees are to accompany the application. **Checks should be made payable to EEUMC Building Fund.** If the application is not approved, a full refund will be given.

Date will be reserved upon receipt and approval of application and fee.

“EEUMC Member” use of facilities shall include any use BY or FOR a church member or active constituent.

There shall be NO fee for church affiliated groups or programs. “Church affiliated groups” shall include (and not limited to) Sunday School classes, United Methodist Women, choir, bazaar workers, egg makers, girl scouts (with the approval of the Administrative Council), etc.

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**FACILITY USAGE GUIDELINES/CONDITIONS**

**General:**

All space that is utilized for a function must be cleaned and returned to original condition.

Smoking and alcoholic beverages are **not permitted** within the confines of the Enola Emmanuel United Methodist Church property.

**Fellowship Hall:**

List of Decorations:

Acceptable

1. Centerpieces for Tables
2. Standing decorations, i.e. artificial trees, plants, arbors

Unacceptable

No taping, stapling, or tacking on walls, doors, ceilings, or woodwork under any circumstances.

Must supply your own paper products, including table covers.

Bathrooms are available but must be left in its original condition.

**Kitchen:**

Dishes, utensils, glassware, pots and pans, roasters and crock-pots, coffee makers, dishcloths and tea towels may be used. All equipment used must be washed, dried, and returned to their original storage location. Used dishcloths, tea towels, etc. should be put into empty washer with the lid left open. **Do not operate the dishwasher, washing machine or clothes dryer.**

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**Application for Use of Church Facilities**

*Please fill out and return this colored form to the church office.  
Please keep the white informational sheet for your reference.*

Please check one:    Member \_\_\_\_\_    **Member Affiliated**  
   **Outside Organization** \_\_\_\_\_    Non-Member \_\_\_\_\_

**A. General Information**

1. Name of Person/Organization requesting use of church facilities.  
\_\_\_\_\_
2. Address of Person/Organization (include billing address if different).  
\_\_\_\_\_
3. Name of person in charge of and/or responsible within requesting organization.  
\_\_\_\_\_
4. Address, telephone number, and e-mail address of person in charge and/or responsible.  
\_\_\_\_\_  
\_\_\_\_\_
5. Function of person/organization requesting use of church facilities.  
\_\_\_\_\_

**B. Church Facilities Requested**

1. Which rooms or Pavilion \_\_\_\_\_
2. Date(s) facilities are to be used: \_\_\_\_\_
3. Facilities requested for use between the hours of \_\_\_\_\_ and \_\_\_\_\_.  
(Note: What time the building is to be opened and final departure time.)
4. Will the use of the above facilities/rooms require preliminary activities, such as decorating or rehearsal, which must be accomplished during hours other than those listed in #3 above?  
  
Yes \_\_\_ No \_\_\_      If yes, specify times(s) \_\_\_\_\_
5. Will you need a church staff person for access and heating/air conditioning?    Yes \_\_\_\_\_ No \_\_\_\_\_

**C. Purpose For Which Church Facilities Are To Be Used**

1. Describe program or activities that will take place. \_\_\_\_\_  
\_\_\_\_\_

2. Will program be open to the public? Yes \_\_\_ No \_\_\_

3. Will admission be charged? Yes \_\_\_ No \_\_\_

If admission is charged, please answer the following:

(a) Price of Admission \$ \_\_\_\_\_

(b) State the purpose for which any profits earned in excess of expenses will be used.

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

4. How many participants in the program or activity? \_\_\_\_\_

**D. Miscellaneous Information**

1. If any special equipment, staff, or services are needed for the program or activity, please list.

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

2. Will any decorations or special materials be used? If so, describe how they will be utilized. These must be approved by the church facilities committee.

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

It is understood that the requesting person/organization named assumes full responsibility for any damages to equipment, furnishings, building, or grounds beyond that which can be designated as ordinary wear and tear. The lessee also agrees to the provision of the insurance requirement. The Enola Emmanuel United Methodist Church's insurance requirement is that the lessee's (or anyone attending said function) will use their individual insurance coverage primarily and the church's secondary. **Smoking and alcoholic beverages are not permitted within the confines of the property of the Enola Emmanuel United Methodist Church.**

Please return completed application to:

Enola Emmanuel United Methodist Church  
22 Salt Road  
Enola, PA 17025

**This application and fee must be returned to the church office at least twenty-one (21) working days prior to date requested. Applications without the fee will not be processed.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

THIS SECTION FOR USE OF CHURCH PERSONNEL

1. Date application received \_\_\_\_\_  
2. Estimated Cost \_\_\_\_\_  
    Facilities \_\_\_\_\_  
    Custodial \_\_\_\_\_  
    Other Costs \_\_\_\_\_

Application Approved \_\_\_\_\_  
Application Denied \_\_\_\_\_