



# Church of the Apostles United Church of Christ



336 Barnett Avenue,  
Waynesboro, PA 17268  
717-762-4113  
apostlesucc@gmail.com  
www.apostlesucc.com

**Rev. Mark Ruzicka,**  
**Pastor**  
Cell: 717-504-2923  
markruzicka3349@gmail.com

Person in Charge \_\_\_\_\_  
Applicant's Name Home Phone Cell Phone

\_\_\_\_\_ Address

Contract submitted on behalf of the \_\_\_\_\_  
Organization's Name

Description of Event Anticipated Attendance

✓	Rooms / Areas	Up to 4 Hours	Date(s)	Time (Set-Up to Clean-Up)
	Sanctuary (300 capacity)	\$275.00		
	Sanctuary up to 2 Hours	\$150.00		
	Social Hall Large Group (125 capacity)	\$150.00		
	Social Hall Small Group (30 or less)	\$50.00		
	Kitchen Full Use	\$100.00		
	Kitchen Fridge, serve, wash & clean-up	\$25.00		
	Each Sunday School Room	\$50.00		
	*** Pavilion	Donation		
	Pre-pay Janitorial Fee/Deposit	\$70.00		
	Pre-pay Key Deposit (refundable)	\$5.00		
	<b>Total Rental Fee</b>			

Use of the Sanctuary Sound System is available. A fee of \$30-\$100 may apply depending on your need & time required.

The applicant's signed **Use of Church Facilities Contract** is attached \_\_\_\_\_ (initial).

The applicant's **check payable to Church of the Apostles**, for the amount of the total rental fee including the \$70 pre-pay janitorial fee/deposit and \$5.00 key deposit (refundable) is attached \_\_\_\_\_ (initial).

Organized groups holding public events require a **Certificate of Liability Insurance**. Groups must carry liability insurance with a minimum liability occurrence limit of \$1,000,000 and provide the church with a certificate naming Church of the Apostles as an "additional insured" on the user's policy. Date Certificate of Liability Insurance received: \_\_\_\_\_.

**NO BUILDING KEY WILL BE ISSUED WITHOUT THE REQUIRED CERTIFICATE OF LIABILITY INSURANCE.**

- Wedding rentals include a short rehearsal time and use of the Parlor for a dressing area.
- To protect our lawns, shrubs and wildlife, the use of birdseed and rice at weddings is prohibited.
- \*\*\* Pavilion use includes a building key to access the INDOOR RESTROOMS and tables and chairs.
- **We welcome requests for our facilities to be a back-up location in case of inclement weather for outdoor activities scheduled at other venues.** Please contact the church office at 717-762-4113 for more information.
- **Members Use of Facilities is "By Donation"** at the time of submitting the Use of Facilities Contract to the office.
- Rentals include use of (12) 8' folding tables, (2) 4' round folding tables, (4) card tables, (85) folding chairs, (37) 30" stacking chairs, (28) 27.5" stacking chairs, (20) 24" child size stacking chairs, high chairs.

- **All fees are subject to change.**

**Rules and Responsibilities:**

The Church’s services exist primarily for its membership. Therefore members will be granted privileges that may not be granted to non-members. It is not the intent of the Church of the Apostles to profit from rental of its facilities. The Church accepts its responsibility to serve the community at large. However, overhead like lights, heat, wear and tear, etc. cannot be borne solely by the congregation. Therefore we ask that those who request services observe the following guidelines:

- **ALL** rentals will be arranged through the church office. The church reserves the right to refuse requests.
- **ALL** groups will refrain from using materials, supplies, etc., which belong to the church.
- **USERS** may be held responsible for damages to property and equipment.
- **NO ALCHOLIC BEVERAGES or SMOKING** is permitted on church property at any time.
- **ALL** groups agree to return rented rooms/areas at departure to their pre-use condition.  
AFTER CHURCH INSPECTION, THE \$70 CLEANING FEE/DEPOSIT WILL BE REFUNDED IF ROOMS/AREAS DO NOT NEED TO BE CLEANED.
- **ALL** groups are responsible for and are directed to check rooms used at departure, including restrooms, for lights and/or appliances in operation, running water and other irregularities.
- **ALL** groups will remove their trash at departure.
- **ALL** groups are directed to make sure that all doors are locked at departure.  
The building key should be placed in the mailbox as you leave.
- Organized groups holding public events require a **Certificate of Liability Insurance**. Groups must carry liability insurance with a minimum liability occurrence limit of \$1,000,000 and provide the church with a certificate naming Church of the Apostles as an “additional insured” on the user’s policy within 7 days of the scheduled event. Please note that the need for insurance generally does not apply to church member groups or weddings.
- Individual users may be asked to sign Activity Participation Agreements.
- \*\*\*In order to avoid cancelling or rescheduling an event due to weather when planning to use the Pavilion, users may also reserve an alternate location inside the building. If so, the alternate location must be requested on the rental contract and the rental fee difference must be paid in full two weeks prior to the event. If the inside area is not used, the full fee will be refunded when the event coordinator notifies the church.

**Emergency:**

In the event of an emergency when the renter feels the church should be notified immediately, the person in charge shall telephone either:

Consistory President Bob Benchoff	717-377-4729	Pastor Mark Ruzicka	717-504-2923
Office Administrator Linda Ritchey	717-504-3292	Property Contact Dave Weber	717-491-2002

**THE CHURCH OF THE APOSTLES WILL NOT BE RESPONSIBLE FOR ACCIDENTS ON THE PREMISES.**

The rental party shall indemnify and hold harmless the Church of the Apostles from any and all liabilities, damages, loss, costs and expenses arising out of third-party-law suits, claims of injury to persons or damage to property in connection with the activities held on the premises of the Church of the Apostles.

I have received, understand, acknowledge, and agree to abide by and follow each of the rules detailed in the Church of the Apostles Use of Church Facilities Contract for the complete duration of the rental period approved. I also agree to pay for any damages caused as a result of a violation of these stated rules.

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Rental Applicant Signature Date

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Rental Applicant Printed Name

Approved by \_\_\_\_\_  
Church Secretary Date