



Rental Use Policy

for
Dinkey Memorial Evangelical Lutheran Church
1742 Dinkey Road, P.O. Box 250
Ashfield, PA 18212
610-377-4242 www.dmlcashfield.com

Rental Rules:

1. Church facilities may not be used by any “for profit” organizations unless otherwise approved by the congregation council.
2. Rental arrangements must be made with the church office.
3. Use of church facilities may not exceed the following numbers:
 Social Hall: 150 people
 Pavilion: 200 people
4. No smoking or alcoholic beverages are permitted on church property.
5. Children must have adult supervision at all times and must remain in the specific area of the complex being rented.
6. Please refrain from running inside the church facilities.
7. Any area used should be returned to its original condition.
8. Use of the kitchen facilities is permitted with accordance to the following:
 - a. Kitchen counters should be clean and equipment put away.
 - b. Garbage should be placed in the shed behind the cemetery garage.
 - c. If food is served during meeting or event, please do not leave leftovers in the refrigerators, freezers, or on countertops. All dry goods need to be stored in a plastic container (not a plastic bag).
 - d. If stoves and/or ovens are used, please turn off both gas valves and the exhaust fan.
 - e. If paper products (plates, trash bags, wraps, etc.) are used and need to be restocked please notify the church office.
 - f. All paper products shall be stored in the plastic containers (with lid closed properly) or in a sealed plastic bag. Please do not leave loose paper products on the shelves or counter tops.
 - g. If dishtowels are used please launder and return them to the plastic container within one week.
 - h. Please check that the stainless steel sink faucet is turned off.
 - i. If tables were used in the Social Hall please clean them before you leave.
 - j. If any damages or problems within the kitchen area are noticed please inform the church office.

- k. Coffee pots and punch bowls will be provided if needed. Please let the church office know if any of these items will be needed.
- 9. Please notify the church office immediately of any damages. Responsible parties are liable for any damages caused by their group.
- 10. A deposit of \$30.00 is charged to all parties. The deposit will be returned upon inspection of the facility. Rental fee, deposit, and signed agreement are due to the church office two weeks prior to the rental date. [*Funerals for DMELC members are exempt from the rental deposit and fee and will be by donation only. Special arrangements should be made with the church office.*]
- 11. The restroom in the church basement will be available for pavilion rentals. Doors to the upstairs shall remain closed. Rental of the pavilion or social hall does not grant access to the upstairs of the church.
- 12. All rentals are limited to no more than five hours.

Rental Fees:

Non-Members: \$100.00 fee for usage of Social Room and/or Pavilion
Members: Voluntary donation for usage of Social Room and/or Pavilion

An additional \$30.00 deposit is required and will be returned following the facility inspection.

Payment:

Checks for the rental fee are to be payable to *Dinkey Memorial Evangelical Lutheran Church*.

Renter Information:

Name: _____

Address: _____

Phone Number: _____

Renter Signature: _____

Date: _____