



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. 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).
 - c. If stoves and/or ovens are used, please turn off both gas valves and the exhaust fan.
 - d. If tables were used in the Social Hall please clean them before you leave.
 - e. If any damages or problems within the kitchen area are noticed please inform the church office.
 - f. 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. No tape or tacky putty is to be used on walls, ceilings, or doors. Please use moveable plastic hooks to hang decorations from ceiling. Hooks are available in the church office.
10. The use of confetti and/or glitter is not permitted.

11. Please notify the church office immediately of any damages. Responsible parties are liable for any damages caused by their group.
12. The rental fee is due at the time of the rental request and must be turned in with a signed rental agreement. Funerals for DMELC members are exempt from the rental fee and will be by donation only. Special arrangements should be made with the church office.
13. The restrooms 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.
14. All rentals are limited to no more than five hours.

Rental Fees:

Nonmembers: \$100.00 * nonrefundable fee for usage of Social Room and/or Pavilion.

Members: \$50.00 * nonrefundable fee for usage of Social Room and/or Pavilion.

*Rental fee could be returned under extenuating circumstances after review by Church Council.

Payment:

Rental fee must be paid by check or money order. Check or money order should be made payable to *Dinkey Memorial Evangelical Lutheran Church*.

Renter Information:

Date Requested: _____

Time of event: (limit of 5 hours) _____ to _____

Set up time requested? Date _____ Time _____ to _____

Name: _____

Address: _____

Phone Number: _____

Renter Signature: _____

Date: _____