

**RULES FOR USE OF THE PARK – All individuals and organizations of Huffs Church must check with the office for availability of Park and describe nature the event.** The Park is available for use by an individual member who is at least 18 years or older to host a private invitation only events including family reunions, birthday parties, anniversary celebrations, showers, graduation/award celebrations. Events other than those shall first be discussed with the Pastor and with Pastor's guidance submitted to an appropriate organization or committee for review, development and final approval of Union Council as part of the ministry of Huff's Union Church Inc.

**NO EVENT SCHEDULED AFTER THE 1<sup>ST</sup> WEEKEND IN OCTOBER**

*Huff's Church Union Council reserves the right to revise requested Use Donation and Rules for Use of any Church property depending on the specific nature of an event.*

**Requested Use Donation: Subject to change without notice**

\$60 to Huff's Church Park Board for use up to 7:30PM. Ending times after 7:30PM are \$80 due to additional light use.

**Arrival and set up shall not begin before stated start time on the Use Agreement.** Events should not begin before 8AM and should end by 9PM. Begin cleanup at least 30 minutes before the stated ending time. **Clean-up shall be completed and all persons vacate the property by the stated ending time on the Agreement but no later than 10PM.**

**Representative(s) of the Church may be on the property during the event and it is expected that the User and all guests will comply with the representatives' requests and directions regarding use of facilities.**

**Sunday Events:** Sunday use of the Park allowed only around the Church's schedule. Park will not be accessible to your group before Noon so plan set-up for your event after Noon and discourage your group from arriving before Noon. If there is a Worship Service or Church event in the Park, your group shall quietly respect the Church's event and no activity or setup may begin until after the Church event is completed.

**Access to Buildings:** Other than Sunday events, the buildings will be unlocked no earlier than 30 minutes before start time on the Use Agreement. Plan set-up time to be *after* the starting time on the agreement.

**Absolutely no alcohol** – not even a champagne toast.

**No smoking** on Church property.

**Trash-For ease of disposal, only use trash cans with garbage bag liners.** Large trash can liners are in the cabinet on the other side of the electric stove. Most family events only need 1 can outside and 1 can inside the refreshment stand building. Larger events should keep use of trash cans and liners to minimum. Keep unused cans upside down.

#### **Use of Facilities**

-Your group should stay together in the area you are using not wander into other parts of the Church property.

-Moving of any tables and chairs or other items shall be done **carefully** so no damage is done to the buildings or items. **Do not block exits.** Carefully return all items so in original place by the stated ending time on the Agreement.

-Refrigerators and freezers may be used but you are responsible to control access so food and drink the Church has stored is not used by members of your party.

-We will provide garbage bags, paper towels, and supply the bathrooms. You shall provide all other supplies for your event such as plates, cups, eating utensils, coffee, drinks, etc.

-Food and supplies the Church has stored in the building are not to be used by members of your party.

**At the End of the Event-Begin cleanup at least 30 minutes before the stated ending time. Cleanup shall be completed and all persons vacate the property by the stated ending time.**

-Clean all utensils, equipment, and put all back in place. Wipe tables and counters.

-Put all tables and benches carefully back in place.

-Considering another group may be coming in after your event, wipe up floor spills, and clear all litter.

-Trash Disposal:

- Tie all trash bags.

- If you can, put trash bags in the small building behind the Chapel for garbage pickup. If you cannot remove the trash, keep all tied trash bags in cans and move them under roof areas

- Turn all empty trash cans upside down to prevent accumulation of rain water.

-Turn off all appliances and water.

-Spread out any used towels so they may dry.

-Turn off all building lights.

-Close and lock all doors in refreshment stand, bathrooms, picnic pavilion and stage if used.

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