

Rules for Use of Chapel- All individuals and organizations of Huffs Church must check with the office for availability of Chapel and describe the nature the event. The Chapel is available for use by an individual member who is at least 18 years old to host a private invitation only event including family reunions, birthday parties, anniversary celebrations, showers, graduation/award celebrations, weddings, wedding rehearsal dinners and small wedding receptions. Events other than those listed shall first be discussed with the Pastor and with Pastor's guidance submitted to an appropriate organization or committee for review and development and final approval of the Union Council as part of the ministry of Huff's Union Church Inc.

Requested Use Donation: Subject to change without notice

Lower Level including kitchen - \$60 requested use donation

Upper level auditorium - \$60 requested use donation

Funeral Luncheons – Contact Pastor for date and Ladies Aid for menu selection. Ladies Aid determines the dollar amount per person. Check payable to Huff's Church Ladies Aid.

Other types of events with meals provided by Ladies Aid, contact Church office for availability and Ladies Aid for menu selections and cost per person. Check payable to Huff's Church Ladies Aid.

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.

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 Chapel will be done only around the Church's schedule. The Chapel 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.

Access to Buildings: Other than Sunday events, the building 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.

Use of Facilities

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

-Moving of any tables and chairs or other items shall be done **carefully** so no damage is done to the floors, walls, or items. **Do not block stairs or exits.** Carefully return all items to original place by 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 furnishings **carefully** back in place.

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

-Tie all trash bags. If you can, please put trash bags in the small building behind the Chapel for garbage pickup.

-Close all windows and doors.

-Turn off all building lights

Contacts:

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