

# Application for Use of Church Building

St. John's Lutheran Church  
355 St. John's Circle, Phoenixville, PA 19460  
(610) 933-3947

Person submitting this request: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

Are you a member of St. John's? \_\_\_\_\_ Name of organization (if applicable): \_\_\_\_\_

Is this a non-profit organization? \_\_\_\_\_ Describe activity: \_\_\_\_\_

Begin date: \_\_\_\_\_ End date: \_\_\_\_\_ Begin time: \_\_\_\_\_ End time: \_\_\_\_\_

Frequency of meetings: \_\_\_\_\_ Number of guests expected: \_\_\_\_\_

Room(s) requested (*Please see fee schedule and guidelines for room usage on the reverse of this form*): \_\_\_\_\_

***Please attach a Certificate of Liability for your group to this form.***

Have you or your organization used St. John's facilities in the past? \_\_\_\_\_ When? \_\_\_\_\_

Additional information: \_\_\_\_\_

Return completed form to Parish Administrator  
Sonya Sowards (via U.S. mail at the above address,  
via box in Kley Hall, via fax at (610) 933-0985, or  
via email to: [office@stjohnphoenixville.org](mailto:office@stjohnphoenixville.org))

I have read the parking policy below and the fee  
schedule and guidelines on the reverse side of this  
form and agree to comply.

Request approved: \_\_\_\_\_

\_\_\_\_\_  
Signature of Room User

Fee received: \_\_\_\_\_

## St. John's Parking Policy

To promote safety and the upkeep of the grounds of St. John's, parking is permitted only in the following two areas:

- in the two large lots on either side of the building
- along the white curb and if appropriate Handicapped spot delineated by blue curb of the Circle

Parking is not permitted elsewhere along the Circle, in the driveways or on the grass.

If you have parked where it is not permitted you are responsible to move your vehicle immediately. Please know that St. John's assumes no liability for vehicles or other damages related to parking.

Thank you for respecting the parking policy of St. John's.

## Per-Day Fee Schedule

ROOM	MAX CAPACITY	MEMBER	NON-MEMBER
Kitchen <ul style="list-style-type: none"> <li>leftover food must be removed from the kitchen</li> <li>kitchen usage does not include consumable supplies such as paper napkins, paper plates, etc.</li> <li>premeasured coffee may be purchased for \$1.00 per bag</li> <li>use of church dishes, flatware and tablecloths must be approved by the Fellowship Committee</li> </ul>	10	\$25.00 + \$50.00 cleaning fee in separate check—this will be refunded if kitchen is cleaned	\$50.00 + \$50.00 cleaning fee in separate check—this will be refunded if kitchen is cleaned
Kley Hall <ul style="list-style-type: none"> <li>please request assistance from church staff before adjusting shades</li> </ul>	130	\$65.00	\$130.00
Eisenhower Room	50	\$40.00	\$80.00
Fireside Room	15	\$25.00	\$50.00
Creation Room (nursery)	15	\$25.00	\$50.00
Meeting Room 1	8	\$15.00	\$30.00
Meeting Room 2	6	\$15.00	\$30.00
Sanctuary <ul style="list-style-type: none"> <li>approval required from Worship &amp; Music Committee</li> </ul>	300	\$75.00	\$200.00

## General Guidelines

- Requests from members of St. John's to use the facilities take precedence over those from outside groups.
- Children must be supervised at all times.
- After use, rooms must be returned to their original condition and set-up. An additional fee of \$65 will be assessed to cover St. John's custodial services for set-up or clean-up. This fee is not charged if the group does their own set-up and clean-up.
- Please **turn off all lights and lock doors** at the end of your meeting.
- No groups may store any materials at St. John's.
- Alcoholic beverages are prohibited.
- Political meetings are not permitted.
- Events scheduled for Saturday must end by 4:00 p.m.
- Use of electronic equipment owned by the church is not included in any room usage.