

Devonshire Facility Usage Policy & Fees

DEVONSHIRE CHURCH

5630 Devonshire Road, Harrisburg, PA 17112 | Phone: 717.545.8485 | devonshirechurch.org

Devonshire Church is pleased to offer the use of our smoke-free, air-conditioned facilities to our members, regular attendees and members of our community.

Facilities

Devonshire Church offers:

- Sanctuary: For weddings, funerals or special events; seats 300.
- Fellowship Hall: Used for banquet or meeting facility with a full kitchen; seats 65.
- Meeting Rooms: for smaller events or meetings.
- Community Center: multipurpose/gym facility, seats 264

Scheduling

A Facilities Use Agreement must be submitted for any use or event other than regularly scheduled program activities. Approvals will be issued when your requested date, time and activity can be confirmed. *(Note: All facilities are reserved for church and ministry programs on Sunday mornings and Wednesday evenings.*

Church Members' Personal Use

This concerns the use for birthdays, parties and other non-church functions.

**Members defined for the sake of this policy are members, their children or grandchildren, and regular attenders of Devonshire who have not yet entered into full membership.*

Rates

Sanctuary	Member: \$50	Non-Member: \$200
Fellowship Hall	Member: \$100/day or \$15/hour	Non-Member: \$250/day or \$35/hour
Meeting Room	Member: \$75/day or \$10/hour	Non-Member: \$100/day or \$25/hour

Devonshire Church Community Center Fee Schedule (next page)

** Free wi-fi offered to your guests at no charge.

- ___ Gym Area - Large room with attached commercial kitchen (see fee below). All tables and chairs must be set up per your floor plan. This room can hold approx. 264 people, depending on setup. \$70 per hr.
- ___ Sports Equipment – Basketball, Volleyball, Pickleball - \$35 per day
- ___ Mezzanine – Conference Area that can accommodate up to 100 people. \$50 per hr.
- ___ Classroom 1 or 2 - Classroom that can hold approx. 25-45 people. TV & Audio Included \$30 per hr.
- ___ Café Area, including tall tables \$30 per hr.
- ___ Full Building Rental; Includes Café, Mezzanine, Gym - \$125 per hr.
- ___ Commercial Kitchen – Full commercial kitchen with ovens, griddle, deep fryer, warming ovens, refrigerators, freezer, sinks and stainless-steel counters. \$75-\$150 per day (depending on usage - consultation with Kitchen Manager required)
- ___ Setup Time – We have a reduced rate for setup/downtime so that you do not have to pay full price while decorating. \$20 per hr.
- ___ Trash Removal – Placing trash from the rental space is the responsibility of the renter. We can take care of this for you! \$30 per day
- ___ Room Setup/Teardown – We will set the room per the submitted floor plan. Tear down tables after the event so you can clean and walk out. (Tables Chairs included, more setup will be determined on an individual basis) \$35 for setup and \$35 for tear down per 100 people
- ___ Sound System – Includes Speakers, Mic stand, 1 microphone. \$40 per day
- ___ Systems technician for audio/video \$50 per hour
- ___ Projector / Screen – In-house Digital projector and screen for presentations. \$40 per day
- ___ Podium – Having a speaker at your event? Podiums available! \$10 per day

NOTES: Two hour minimum rental required - Security deposit must be submitted in the amount of \$100 for Gym & Mezzanine; Classrooms \$50. Deposit will be returned after the event space has been inspected. Any event requesting food service must be contracted with an approved caterer. For Community Center rates, all Devonshire Church members will receive 50% off total rental.

General Policies

1. Ensure all lights are turned off and all windows are closed.
2. No alcohol, smoking or illegal drugs are permitted in the church or on the church grounds.
3. Food catering may be permitted; however, this must be approved by the church office.
4. Consumable products in the pantry are not to be used unless permission has been granted by the church office.
5. Children younger than 18 must be accompanied by adults at all times. We are a safe sanctuary church. The nursery is off-limits to non church members.

6. We reserve the right to refuse the use of our facility for any event that we deem contrary to the biblical standards and discipline of Devonshire Church as established in our bylaws.
7. The User is prohibited from subleasing out any part of the Community Center during their rental period.
8. The User will set up the room per the provided chart. Tables and chairs may not be slid across the floors or removed from the building. The User must submit a floor plan with the agreement. The Owner, if needed, will set up the room per the provided chart prior to the rental time. (see setup fee on fee schedule)
9. User is prohibited from moving any equipment/furniture from its original location. You rent the facilities as is.
10. Balloons must be tethered to prevent interference with the smoke alarms and air circulation systems. Usage of open flame candles, taper candles, confetti, silly string, and glitter can only be used with prior approval. Also, the entrance doors and windows can be decorated with prior approval.
11. Devonshire Church shall not be responsible for fire, theft, damage to personal property or personal effects brought into or stored in the leased premises by the User or any of User's guests, invitees, licensees or users.
12. User is prohibited from bringing in his or her own tables, chairs, stage or any type of equipment without prior approval.
13. Devonshire Church shall have the right to enter the rented premises at any and all times for the purpose of determining whether the premises are being used in accordance with the terms of this agreement.
14. No animals of any kind shall be allowed in the premises (except for an individual service animal) without prior specific written approval.
15. The User is responsible for cleanup of the entire facility. All tables must be covered with some type of covering. Any spills on the floors must be cleaned up immediately. All trash must be bagged and deposited in the dumpster located in the parking lot of the Community Center.
16. Thermostats may only be adjusted by Devonshire staff.
17. User hereby agrees to indemnify and hold the Devonshire Church, its officers and employees harmless from any and all suits, claims, causes of action and demands for damages, for loss of property, injury to persons or property arising from any cause whatsoever.
18. All events must end by 10:00 pm. Nobody may be in the building after 10:45 pm without prior approval of the Property Director so that security system schedule can be altered.
19. Sporting entities must provide a certificate of insurance made out to the church.
20. Any event that needs to hang decorations, lighting, truss, audio from the ceiling must get approval from Property Director, and if needed pay a structural analysis fee to determine safe loads.

Facility Use
Request Form

DEVONSHIRE
CHURCH

Date: _____

Type of Function:

User : _____

Address: _____ City: _____ State: _____ Zip: _____

Phone#: (____) _____ - _____

E-Mail: _____

Explanation of Function: _____

Requesting Kitchen Use: Yes ___ No ___

Church Member _____ Non-Member _____

Date Requested: _____ Times Requested: _____

Setup Date/Time: _____

Room(s) requested: _____

Number of People Attending: _____

Applicant Signature: _____ Date: _____, 20 _____

Make Check or Money Order payable to: "Devonshire Church".

Any check returned for insufficient funds or on which payment has been stopped will result in automatic cancellation of the Community Center Facilities Agreement and will be charged a \$25 service fee.

Please submit fees, completed Community Center Facilities Agreement, Floor plan, and Waiver to:

Devonshire Church
ATTN: Community Center
5630 Devonshire Road
Harrisburg, PA. 17112

Devonshire Church has the right to waive any fee in this agreement. The group must present their case to the Church prior to the usage date.

Date paid: _____

Check/ Credit Card Transaction #: _____

Amount of fee: _____

Amount of Security Deposit: _____

Staff Signature: _____

Date money deposited: _____

Date refund requested: _____

Date refund check/Credit Card sent: _____

*** Credit card must be used for deposit and refund of deposit