**SOCIAL HALL GUIDELINES**

St. Paul’s Lutheran Church

474 Yalick Road

PO Box 802

Dallas, PA 18612

Church Phone: 570-675-3859

 Fax: 570-675-5646

Fellowship Chairperson: Carol Fett

Phone: 570-675-3144 / email: cafett54@gmail.com

**CURRENT GUIDELINE**:

1. No fees for St. Paul’s members; donations gladly accepted.
2. Member Sponsored Event: a St. Paul’s member must attend entire event or full non-member fees will be charged.
3. 10% discount for Head Start and Early Intervention Staff
4. A Council member must be present at all times (in the building) for any event not attended by a St. Paul’s member; opening & locking building will be responsibility of Fellowship Chairperson and/or Council member in attendance.

**NON-MEMBER RULES AND GUIDELINES**

1. Church functions take precedent.
2. Social Hall will not be rented out:

Holy Week

Immediately before or after Roast Beef Dinners and Rummage Sales and other scheduled church events such as Congregational Picnic

The months of November and December

1. After clearing date with church office, person requesting room, will be referred to Fellowship Chairperson, who will review date/time, fees, and determine what furniture and kitchen equipment will be needed. Fellowship Chairperson will also meet with user to review and complete “Information Sheet”
2. FEES: $50.00 per hour (payable one week before event)

$50.00 additional fee for entrance into facility other than designated reserved time.

 $75.00 for each hour over specified contract time.

 $100.00 nonrefundable deposit (payable two weeks after booking room.

**Checks payable to: St. Paul’s Lutheran Church and delivered to Fellowship Chairperson and/or church treasurer.**

1. All property damages are the responsibility of the user. Charges for damage are in addition to the fees listed above (to be determined by Council and/or repair invoice).
2. Rental includes social hall, kitchen if needed and restrooms only. No other rooms are available under this agreement.

**INFORMATION SHEET**

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member of St. Paul’s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Non Member of St. Paul’s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member Sponsored Event\_\_\_\_\_\_\_\_\_\_\_\_ Sponsor Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Fee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occasion:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Hours:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Guests Expected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Buffet:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sit Down Dinner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Maximum Persons: 120) Maximum Tables: 15 round / 3 to 4 rectangle

Caterer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Round Tables\_\_\_\_\_\_\_\_\_\_\_\_ Number of Rectangle Tables\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.J. Table\_\_\_\_\_\_\_\_\_\_(Smoke Machines are Prohibited) Cake Table\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

USER PROVIDES:

+food +beverages +ice +utensils +music +decorations (no helium balloons) +paper ware (tablecloths, plates, napkins, cups)

Please clear tables and kitchen area of food and dishes. Take leftovers home with you.

Social Hall, Kitchen and Restrooms to be left in same condition as when arrived.

Garbage should be bagged and deposited into dumpster / recyclables in

small dumpster.

Dry mop floor.

Close windows and doors.

Note: thermostat will be programmed for your event. DO NOT TOUCH thermostat.

Turn off stove and lights.

Please report any damages or malfunctions to the Fellowship Chairperson.

**NO SMOKING NO ALCOHOLIC BEVERAGES**

Permanent fasteners (such as nails, thumbtacks, screws, etc.) are not to be used on walls, windows, doors, tables, etc. The use of blue painters tape, string and other non-permanent fasteners are allowed as long as they are applied in a non-damaging manner and removed after the event.

**NO HELIUM BALLOONS DUE TO SECURITY SENSORS**

**NO ROUGH GAMES OR UNRULY CONDUCT**

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Social Hall Guidelines were revised and reviewed by: Alice Baer, Annie Bisher, Ruth Ide, Betty Schray, Barbara Shafer, Bruce Thomas, Carol Fett, Fellowship Chairperson.

Approved by Council: March 2013