

Rules and Guidelines for Use of Fellowship Hall

1. All property use arrangements must be made through St. Luke's Office Manager, who may be reached by phone at (724) 352-2333 or by email at stlukessaxonburg@gmail.com.
2. Church Fellowship Hall w/kitchenette (approx. 40 people)
Contains tables, chairs and sitting area with couches/chairs.
Non- member \$65.00
Member (no fee)
3. No smoking is permitted.
4. Alcoholic beverages and any controlled substances are not permitted on St. Luke's property at any time.
5. Use of church property on Sundays cannot start until 2:00 pm. Supplies and decorations cannot be stored prior to this time without specific permission of the Office Manager.
6. The repair of any damage done to church property during an event is the responsibility of the person who signed the agreement form. If repairs are required, this person is responsible for obtaining three separate bids for the repairs and providing these bids to the Office Manager. Church Council will review and select one of the bids or secure a comparable bid. Approval must be secured before any repair work is begun on church property.
7. You must bring all paper supplies and linens.

Checklist: Please note that we are a table decoration only facility. No decorations may be hung from the ceiling or attached to the walls.

Before leaving the building/property:

- _____ All decorations must be removed.
- _____ Tables, chairs and kitchen supplies are returned to their original locations.
- _____ Make sure refrigerator and freezer doors are completely closed.
- _____ All water faucets are turned off and toilets not running.
- _____ All garbage and trash must be placed in the dumpsters outside Centennial Hall.
- _____ All lights must be turned off before leaving.
- _____ Thermostat must be set to the original setting if it was changed. (58 in winter)
- _____ All entry doors must be locked.

In case of emergency, contact Kerri Hay, Sexton, at

(724) 766-4794 (cell) immediately.