



Mt. Pisgah Trinity United Methodist Church
5615 Mt. Pisgah Road
York, PA 17406
Office: (717) 252-4412
Website: www.mtpisgahtrinity.org
E-Mail: mtpisgah@comcast.net
Keith J Schmuck, Pastor

BUILDING USAGE INSTRUCTIONS AND GUIDELINES rev 030716

Mt. Pisgah Trinity United Methodist Church seeks to serve all who would like to use its facilities for activities consistent with the mission and purpose of the church. The building is available to members and organizations of the church for church related activities. It is also available to non-member groups and organizations whose purpose and activities are not in conflict with the Social Principles for the United Methodist Church.

Use of the building must be approved and scheduled in advance following procedures outlined in these Guidelines. All individuals, groups, and organizations using the building are asked to comply with the rules of use included in these Guidelines.

Obtaining approval for Building Usage

- 1. Obtain a Building Use Policies, Application, and Agreement Form** – this form must be completed by a representative of the group or organization requesting use of the building and submitted to the Church Secretary. A request form may be obtained at the church office or by calling the church office at 717-252-4412 and leaving a message on the answering machine or by sending a brief letter to the attention of the Church Secretary, and a request form will be mailed to you. When requesting a form, please include the requested date(s) and time(s) for use of the building so that availability of the facility can be checked.
- 2. Return the Building Use Policies, Application, and Agreement Form** – The form should be returned promptly to the Church Secretary. This form will then be forwarded to the Board of Trustees for approval. Please allow 2-3 weeks from the time the completed request form is received by the Church Secretary in order to obtain approval.
- 3. Liability and Insurance** – Use of the Fellowship Hall by a group or organization not associated with Mt. Pisgah Trinity UMC is **AT THE SOLE RISK** of the group or organization. Mt. Pisgah Trinity U. M. Church, nor any officer, trustee, or other official shall be responsible in the event of any injury to persons or damage to property occurring during the group or organization use of the building. Unless waived in advance by the Board of Trustees, the responsible person for the requesting group or organization will be required to furnish evidence to the Church Secretary that the group or organizations use of the building is covered by the group or organizations insurance.



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GUIDELINES FOR USE OF THE FAMILY LIFE CENTER

- 1. Use of the heating/air conditioning systems** – The heating and air conditioning system at Mt. Pisgah Trinity U.M. Church is pre-programmed by computer except in the Family Life Center. Programming is based on the scheduled activities within the church. If heat or air conditioning needs to be adjusted in the Family Life Center there are thermostats on the East and West walls of the gym. Please do not adjust the heat above 72 degrees in the winter and please do not adjust the air conditioning below 72 degrees in the summer. When the event is over, please turn heat back to 60 degrees in the winter and please turn the air conditioning back to 85 degrees in the summer. PLEASE DO NOT OPEN THE WINDOWS IN THE FELLOWSHIP HALL IF THE HEAT OR AIR CONDITION SYSTEMS ARE RUNNING.
- 2. Dress/Attire** – Dress/Attire for the group should be appropriate for the use approved in the request form. Dress should not be in conflict with the Social Principles for the United Methodist Church.
- 3. Prohibited Activities** – SMOKING and ALCOHOLIC BEVERAGES are NOT permitted on the church premises at any time. No food or drink is permitted near or on the floor during sports activity times.
- 4. Damage** – Should damage to equipment, property, or the building occur during an activity, the responsible person should complete a Damage Report prior to departure and deliver it to the Church Secretary's mail slot. A Damage Report is attached if needed. FAILURE TO COMPLETE A DAMAGE REPORT MAY RESULT IN DISAPPROVAL OF FUTURE REQUESTS OF YOUR GROUP OR ORGANIZATION FOR FUTURE USE OF THE FELLOWSHIP HALL.
- 5. Punctuality** – Please arrive and depart promptly in accordance with the times approved in your request form. This allows others to use the facilities according to their scheduled activities. Notify the church office of any changes in the schedule such as a cancellation due to bad weather, etc. Do not assume that you have the same night the next week or the next month without checking with the church office first.

6. When Leaving - Upon completion of your scheduled activity, please return the room to the same arrangement in which you found it upon arrival. If chairs and table were in storage areas, please return them to their proper storage locations. In some circumstances you may be asked to leave the room in a different arrangement. If so, you will receive specific instructions at the time your request is approved. PLEASE MAKE SURE ALL LIGHTS ARE TURNED OFF AND ALL OUTSIDE DOORS ARE LOCKED WHEN LEAVING THE BUILDING.

7. Fees for Use of the Facilities – Fees for use of the building are based on the fees on the Building Use Policies, Application, and Agreement form. The deposit amount indicated on the request form may be non-refundable if cancellation of the request is received less than 48 hours before the scheduled use. The deposit is due promptly upon approval of your request. Balance is due 2 weeks prior to event. Please remit payment to the church office. The Board of Trustees reserves the right to change the Fee Schedule for use of the building from time to time.

SHOULD YOU HAVE ANY QUESTIONS REGARDING THE ABOVE GUIDELINES, PLEASE CONTACT THE CHURCH OFFICE WITH YOUR QUESTION.

Phone Numbers to call in case of an emergency; contact needed with only one person:

Nathan Kauffman	717-818-7931
Jim Fenwick	717-252-3652
Carson Shaffer	717-755-6886



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GUIDELINES FOR USE OF THE KITCHEN

The following guidelines must be adhered to for safety reasons and to keep the facilities neat and clean for the use of all. If you have any questions, please contact the Church Secretary.

1. The kitchen includes equipment that requires special knowledge to operate. If you plan to use any of the following be sure to receive instructions from an experienced person prior to the reserved time: dishwasher, automatic coffee maker and gas stove (pilots must be ignited properly). The garbage disposal is intended to handle only the small amount of food that must be rinsed from the dishes before they enter the dishwasher. Dishes must be scraped before rinsing. The disposal is not to be used for peelings, leaves, bones, etc.
2. No propane or other type of gas tanks may be brought into the building, under any circumstances, because this is in violation of both the fire and insurance regulations.
3. Do not use any of the church's paper products. Bring your own.
4. Do not leave any food in the refrigerator, freezer, or lying on the counter tops. Please take all left over food items with you. Also be sure that all your dishes, pie plates, pots, pans, etc. are taken with you following the event.
5. Be sure to bag all garbage in the plastic bags provided and take them outside to the trash container. To avoid any leaks carry the bags to the trash container in the plastic garbage containers – bring the containers back to the kitchen.
6. Wipe all tables, counters, and chairs clean.
7. No food may be taken outside of the kitchen or Family Life Center. **DO NOT PERMIT CHILDREN TO ROAM UNSUPERVISED THROUGHOUT THE FACILITY.**
8. If you use the stoves and ovens be sure to clean them before leaving.
9. Respect items found in various cupboards marked as belonging to other groups. Do not feel free to use them.

10. If you will have dishes to be washed either bring your own dish towels or be sure to take the ones you use home and return them laundered within (3) three days.
11. Sweep the floors and clean up any spills that may have occurred.
12. Notify the church office of any changes in the schedule such as a cancellation due to bad weather, etc. Do not assume that you have the same night the next week or the next month without checking with the church office first.
13. If any of the items provided by the church are needed such as soap, garbage bags, etc., please leave a note in the Church Secretary's mail slot.
14. It is your responsibility to arrange the tables and chairs in the Family Life Center as you want them, and after the event, place them as you found them. Any spills must be cleaned immediately using soap and water. If this is not successful, call the church office the next day and leave a message please.
15. In the event that you use a caterer be sure they have a copy of these guidelines and adhere to them.
16. When you leave be sure all appliances are turned off, lights are all off and that every outside door is locked.

THANK YOU FOR YOUR COOPERATION. While this may seem like a long list, it includes only matters that you would normally do after using your own kitchen and will not be a burden on any group. Working together we can keep our church as neat and clean as we would like to see the HOUSE OF OUR GOD.



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FELLOWSHIP HALL DAMAGE REPORT

INSTRUCTIONS: In the event that damage to church property, equipment, or the building occurs during your scheduled activity or event, please complete the following information before departing from the Fellowship Hall. Please place this form in the Church Secretary's mail slot.

Date of Use: _____

Name of Group or Organization: _____

Responsible Person
(from request form): _____

Address: _____

Phone No: _____

Brief Description of the Damage: _____

Did you report the damage to anyone at the church? If so, to whom?

____ YES – The damage was reported to _____

____ NO – The damage has not been reported except by this form.