



350 Kellers Church Road

Perkasie, PA 18944

(215)-766-8380

Email: dre@depruneast.org

Download a Facility Rental Form at:

www.depruneast.org

Check us out at www.depruneast.org

Facility Rental

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Deep Run Mennonite Church East

DRE Facility Rental Application

How to apply:

Applications can be picked up at church office or downloaded online from the church website found at www.deepruneast.org/resources/facilities-rental-a-reservations.html

Complete an application for facility area(s) requested.

Complete the application and read, sign and date. Non-members pay a \$25 non-refundable application fee to Deep Run Mennonite Church East.

- Some events will require to hire additional personnel which can include clean-up and other technical needs before and after the event.

- General Guidelines will be provided with the return of the signed approval copy of your application.

Bring in Person or Mail To:

Deep Run Mennonite Church East
Facility Rental—Church Secretary
350 Kellers Church Road
Perkasie, PA 18944

- Return completed form to Office Secretary as soon as possible. **Date(s) are not guaranteed until approval is received** and returned to applicant.

- Final approval for use of facilities by non-members will not be given until four months before the date of required usage or unless authorized. Other accommodations can be made at the discretion of the facility support staff.

Approval must be secured prior to the use of church facilities. Written authorization will be provided once an event has been approved.

- Sports Rentals:** Activity is approved at Trustees discretion. There is no indoor softball/baseball rentals permitted.

Funerals: See church office for meal options and costs.

DRE Policy permits the community to use church facilities as long as such use does not conflict with local ordinances, with the proper care and maintenance of facility, or conflict with the value and mission of DRE.

Weddings

Weddings are a service of blessing from the congregation for people seeking Christian marriage.

- Wedding dates:** The Pastor must be notified to confirm his availability and confirmed with the church office.

Pastors will consult with the Elders concerning any questions which may arise. To insure adequate time for consultation, a couple is encouraged to talk with a pastor as soon as they begin wedding planning (when they set the date, reserve a facility, etc.) This is the beginning of a relationship of pastoral care for the couple and family. Guidelines are offered to guide the planning for the wedding.

DRE facilities have been dedicated to God for worship, nurture, and fellowship. It will be requested to respect these purposes always. Applicants are responsible for all property damages during the time these facilities are being used.

Arrangements of rooms and equipment must be planned with the church custodian through the church office. These plans should be given well in advance for the activity.

Need more information?

Call Facility support services at 215-766-8380 or email: dre@deepruneast.org

(***Non-Profit organizations are not included in this facility fee sheet.** Please see the Office Administrator for more details.)

Facility Fees

<u>Sanctuary Area</u>	<u>Members</u>	<u>Non-Members</u>
Weddings	\$80 includes rehearsal	\$210.00 includes rehearsal
Funerals	no charge	\$125.00
Other	to be discussed	\$125.00
<u>Fellowship Hall area</u>		
Gym area - no set-up	\$40.00	\$110.00
Gym & Kitchen no ovens set-up included	\$80.00	\$180.00
Gym & Kitchen with ovens Set-up included	\$110.00	\$300.00
Sports League - Gym only	\$60.00 per hr.	\$170 2 hrs-\$85 per hr after
<u>Basement</u>		
no set-up	N/A	\$100.00 center basement
set-up required	See note below	\$150.00
<u>Conference Room</u>		
	no charge	\$25 per 2 hours
<u>Classrooms</u>		
	no charge	\$25 per 2 hours
<u>Outside Areas</u>		
Bathrooms included		Bathrooms included
Playground / Pavilion	\$25.00	\$50.00
Parking Lot area events	\$25.00	\$75.00
<u>Personnel Charges</u>		
Custodian (set-up / tear-down)	See note (*)	See note (*)
Kitchen Staff	\$70.00 for 2 hrs	\$70.00 for 2 hrs
Audio Technician	\$50.00 for 2 hrs	\$70.00 for 2 hrs
Video Technician	\$50.00 for 2 hrs	\$70.00 for 2 hrs
Audio/Video additional fees	\$20.00 additional hrs	\$35.00 additional hrs
Microphone or TV/DVD Tech Set-up required	\$35.00	\$35.00

(*) set-up and tear down includes 2 hours. Anything exceeding this will be an additional fee of \$25 per hour and renter will be notified after clean-up. Basement rentals for members do not include set-up. If Custodian services are requested for the basement than it is \$50 for 2 hours.

The policies, regulations, procedures, and fees are subject to change without prior notice by action of Trustees and Leadership Board if necessary. The fees confirmed on your accepted application will not change.

Community Groups are required to have a licensed caterer when food is being served. The Caterers name and contact number are required with approval of application.

No events scheduled prior to major DRE events, funerals, weddings or holidays and holiday weekends.

\$25.00 non-refundable required application fee for non-members applied to total cost to reserve date.