

**ST. PAUL'S (DUBS) UNION CHURCH  
CONWAY-RUNKLE ANNEX AND PICNIC GROVE**  
Mailing address: 1958 Dubs Church Road, Hanover, PA 17331-8583

**Fees and Rules for Renters of the Conway-Runkle Annex and Picnic Grove**

1. Rental fees are to be paid in full at least ten (10) days prior to use.
2. Fees, per day: These fees are effective June 1, 2021.

Dining Room (includes the use of a refrigerator, stove, and sink)

- a. St. Paul's Dubs members \$125.00 (members must be present at the function, at all times)
- b. Non-members \$175.00
- c. Businesses and Non-profit organizations \$225.00

Gymnasium (includes the use of a refrigerator)

- a. St. Paul's Dubs members \$125.00 (members must be present at the function, at all times)
- b. Non-members \$225.00
- c. Businesses and Non-profit organizations \$250.00

Auctions – Public Sales (Effective June 1, 2021) \$300.00 – gym room only, **see page 4**

Funeral Fellowships– no charge for members; a donation will be accepted

3. Rentals during cold weather months may be charged an extra fee to cover heating costs.
4. Commercial and/or fundraising activities by non-church related groups must be pre-approved by the Trustees. Trustees reserve the right to refuse rentals to any individual, group, or business for any reason whatsoever.
5. Fees are subject to change without prior notice. A \$50 security deposit is required and will be refunded in full if the building is cleaned and not damaged. If there is any damage, renters are liable to pay replacement cost for any loss or damages to equipment or property.
6. All rental requests are handled through the church office. Users may schedule and confirm reservations with the church office at 717-637-2419.
7. Hours of use shall not begin before 9:00 A.M. (10:30 A.M. on Sundays) or extend beyond 9:00 P.M., unless otherwise approved by the Trustees. Tables and chairs in the Dining Room and Gymnasium must not be moved from their respective rooms. Pianos must not be moved, as this will damage the floors. Use of the basketball and volleyball equipment is not allowed. Anyone suspected of using any church-owned equipment shall forfeit future rental privileges unless prior arrangements are made through the Trustees.
8. Renters should inspect all areas before usage. Except for light dust that may settle during the week, the facilities should be kept clean and orderly. If this is not the case, please bring it to the attention of the Trustees or church office immediately before using the building.
9. Renters must leave the facilities clean and orderly inside and outside, putting everything in the place and condition as found at the beginning of use. **Tables and chairs are NOT to be put away.** Before leaving, leave a note on the table of any problems that need to be addressed. Any user found not abiding by the rules shall be denied future use. Auctions: all items must be removed the day of the sale unless other arrangements are approved by the Trustees.
10. Garbage is to be placed in the receptacle provided, using garbage bags provided. Garbage is to be kept inside the building for pick up and disposal by the Trustees.
11. No alcoholic beverages or controlled substances are permitted on the premises at any time.
12. No open fires are permitted.
13. All buildings in the Grove Area are strictly non-smoking.
14. No skateboards, roller skates, or roller blades are permitted on the premises at any time. Only licensed motor vehicles and maintenance equipment are permitted to be operated on the grounds.

15. Loitering and/or play, by anyone, in the cemetery is not permitted. Children must be accompanied by a responsible adult while in the cemetery. Behavior by all shall be respectful of the burial place of the saints.
16. Renters should not engage in activities which unreasonably interfere with the use and enjoyment of the adjacent and neighboring properties. Such activities include, but are not limited to, loud music or other noise, noxious odors, and environmental pollution.
17. St. Paul's (Dubs) Union Church and the Conway-Runkle Annex and Picnic Grove Area Trustees are not responsible for loss due to theft, accidents, or injuries caused directly or indirectly in the use of the rented property, and by signing the Rental Reservation Form, the Renter, and all guests and invitees of the Renter, release St. Paul's (Dubs) Union Church and the Conway-Runkle Annex and Picnic Grove Area Trustees from any and all liability for loss due to theft, damages, or injury to the Renter or to any person or property, resulting from the use of the rented property.

### **Definitions for Renters**

#### **Member**

Any person who is considered a current member of either congregation of St. Paul's (Dubs) Union Church. Members who are owners or principals of a business and are renting for that business will be classified according to the type of event being held. Examples would be employee picnics, product show, sales event, etc. In the case of such events, the Trustees will make a decision that determines the classification and fee charged.

#### **Non-Member**

An individual not covered by the definition of a member. This person may not represent a business or non-profit organization for rental purposes.

#### **Business/Non-Profit Organization**

Commercial operations, businesses, organizations, clubs, etc. who are using the facility for events or gatherings of a profit or non-profit type nature.

**Cold Weather Months** – the period between October 15<sup>th</sup> and April 15<sup>th</sup>.

## **EMERGENCY CONTACTS FOR THE ANNEX FACILITY**

Dennis Ensminger – 717-654-3677  
Henry Hartman – 717-465-5952

**ST. PAUL'S (DUBS) UNION CHURCH  
RENTAL RESERVATION FORM**

I have read the rules of usage for the Conway-Runkle Annex and Picnic Grove area and I agree to abide by them while using the facilities. St. Paul's Dubs Union Church and the Conway-Runkle Annex assume no responsibility for the actions of others and are not liable for any injuries and/or illnesses that may result in your use of these facilities.

Name of Rental Group: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_ Estimated # of attendees: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Person responsible for this reservation (name/address/phone/e-mail)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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Dining Room Fee: \$ \_\_\_\_\_ Date Reserved: \_\_\_\_\_

Gymnasium Fee: \$ \_\_\_\_\_ Date Reserved: \_\_\_\_\_

Deposit Due: \$ \_\_\_\_\_ Date received \_\_\_\_\_ Check #: \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_ Date received \_\_\_\_\_ Check #: \_\_\_\_\_

Return of Security Deposit: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Contract paid in full \_\_\_\_\_ Contract fulfilled

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Please return this form with your deposit and release, for use of the Conway-Runkle Annex and Picnic Grove area. **A \$50 deposit is due within ten days of rental submission to hold the reservation date. Your full fee is due a minimum of ten days prior to the rental date.**

**Checks should be made payable to: Conway-Runkle Annex Trust Fund, c/o St. Paul's Dubs Union Church, 1958 Dubs Church Road, Hanover PA 17331**

Reservation received by: \_\_\_\_\_ Date: \_\_\_\_\_

## **AUCTION RENTALS**

Starting June 1, 2021 –

Auction dates may be booked a maximum of 3 months in advance.

Auctions will be limited to Gym only, plus outside.

Rental fee for auctions will be \$300.00.

Auctioneers must police the grounds and building and dispose of any left-over items themselves. No items may be put in the dumpster.

Auction set-up may start on the Thursday before the sale. Additional earlier days will be charged \$ 100.00 per day.

Snow removal for auctions will be the responsibility of the auction company.

Food concessions will be charged \$ 25.00 per day, and this includes a 15 amp 110 volt electric hookup. The auctioneer will be responsible for paying the concession fee.