



• 327 Newport Rd.
• Duncannon, PA 17020
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• (717) 834-3431

Rev. Candace Arnold

Today's Vision / Tomorrow's Ministry

Otterbein United Methodist Church

CAMPUS USAGE INFORMATION

Thank you for your interest in using the Otterbein United Methodist Church campus. In our effort to preserve our building, its furnishings, and grounds, we ask that all that use our facilities honor the rules and regulations of the Church. Initial contact must be made with the Church secretary at 717 834 3431 to schedule an event. All events do require Trustee approval.

RULES AND REGULATIONS

- Non-members or organizations using the Church property must sign a **User Agreement** or provide a **Certificate of Insurance** in advance.
- If you are using the sanctuary for an event and require use of the Clavinova, arrangements need to be made with the Church musician through the Church secretary.
- If you are using the sanctuary for an event and require use of the sound equipment, projector, screen, etc., arrangements need to be made with the sound technician through the Church secretary. Contact the sound technician for any personal computer concerns.
- Food and drink are permitted only in the fellowship hall/gym.
- Members and non-members will be responsible for the conduct of their guests.
- Adult supervision is required for all events.
- Do not tape or attach any items to walls of the Church.
- Smoking and use of tobacco products are prohibited inside any building. Cigarettes must be disposed of in provided containers. Abuse of this policy will result in a tobacco-free campus.
- Use of non-medical drugs is prohibited.
- Use of alcoholic beverages is prohibited.
- Recurring users of any campus facility should re-apply yearly through the Trustees.
- All individuals/organizations will be responsible for returning the area(s) to the order in which it was found.
- Park in designated parking areas; do not park on the grass.
- Trash is to be disposed of in the Church dumpster.
- Outdoor events on Sundays should not begin prior to 1 PM (set-up included).

