# PROPERTY USE GUIDELINES

For and in consideration of Christ Lutheran Church permitting us to use the Church property, we hereby agree to the following:

1. Conform to all guidelines set forth by Christ Lutheran Church governing the use of the Church’s property.
2. Save Christ Lutheran Church, from any and all claims, suits, liabilities, litigations or proceedings of any kind or nature, by reason of any injury or alleged injury, damage; or alleged damage, sustained or alleged to be sustained, by any person, firm, organization, or corporation, arising out of the use of the Church’s property; and we further agree to indemnify Christ Lutheran Church from and against all costs, counsel fees, expenses, and liabilities incurred as a result of any such claims or any action or proceeding brought thereon.
3. Permit Christ Lutheran Church to terminate this use at any time without liability.
4. Scheduling of the facilities will be done in accordance with the priority listed below. Once scheduled events will not be preempted by conflicting higher priority events.
	1. CLC Congregation events
	2. CLC Youth Group activities
	3. CLC Council activities
	4. CLC Council Committee activities
	5. CLC member requests
	6. CLC sponsored scouting groups
	7. Other Lutheran Church requests
	8. Other Church requests
	9. Other private groups
5. Fees:

No one is charge a usage fee, however a donation is greatly appreciated.

*NOTE: The Cassell Farm is the property of Christ Lutheran Church, Elizabethtown. For the enjoyment of your group and those that follow you we ask that you follow the Guidelines on the next page. Please consider printing the Cassell Farm Guidelines and taking them with you to the property for reference.*

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# Cassell Farm Guidelines

1. Please contact Mr. Craig Madonna, the Cassell Farm Event Coordinator at (717) 808-1431 (cell) to establish a time and date for a pre-inspection of the facility prior to your event.
2. Please leave all property and grounds the way you found them.
3. Prior to leaving the facility perform the post inspection checklist.

POST INSPECTION CHECKLIST:

* 1. If the pavilion was used:
		+ Ensure fire in fireplace is extinguished.
		+ Close the flue on the chimney
		+ Put picnic tables in proper configuration (Sponsor will have a diagram)
		+ Remove left-over food items
		+ Wipe down kitchen counters and appliances
		+ Wash any Luther Place dishes and return to proper cabinets
		+ Ensure water is drained from the sink and that the faucet is off
		+ Verify all belongings are removed from the kitchen
		+ Remove all trash from the kitchen
		+ Ensure toilets are flushed
		+ Wipe down bathroom counters
		+ Ensure bathroom faucets are off
		+ Verify all belongings are removed from the bathrooms
		+ Remove all trash from the bathrooms
		+ Sweep and mop all painted floors in the pavilion (bathrooms, kitchen, entrance)
		+ Police area around the pavilion and remove all trash from the property
	2. If other areas were used:
		+ If a fire pit was used, ensure that the fire is completely extinguished
		+ Return equipment to its original location
		+ Police area and discard all trash
	3. Turn off all lights and bathroom fans.
	4. Lock the main gate when exiting the facility.

## Emergency Information

**(First Aid kits are in the kitchen and both restrooms)**

If you have an emergency and need to **call 911**, your location is:

## Cassell Farm Nature & Fellowship Area

## 522 Cassell Road

## Elizabethtown, PA 17022 (Mount Joy Township)

Questions or concerns: Contact Mr. Craig Madonna, the Cassell Farm Event Coordinator at (717) 808-1431 or Mr. Greg Hitz, Sr. at (717) 319-9803