



# SELTZER RETREAT APPLICATION

183 LINDBERGH DRIVE  
PALMYRA, PA. 17078



† Serving Christ  
Changing Lives.

Name of the Group \_\_\_\_\_

Signature of person in charge: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Dates: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  Single Day  Overnight  Weekend

Check in by: \_\_\_\_\_ Check out by: \_\_\_\_\_ Number Attending \_\_\_\_\_

**CHECK-IN TIME @ 8:00 AM    CHECK- OUT TIME @6 :00 PM    QUIET TIME IS FROM 10:30 PM to 8:00 AM**

➤ <b>Daytime Rate</b>	(Upstairs only, No overnight usage)	\$180.00	(Maximum 75 people)
➤ <b>Overnight Rate</b>	(1 day, 1 night)	\$280.00	(Maximum 60 people)
➤ <b>Weekend Rate</b>	(3-day, 2 night)	\$520.00	(Maximum 60 people)

**A \$50.00 non-refundable deposit is required to reserve your date and will be applied to your balance.  
Balance due two weeks before reservations date.**

**Cancellation Policy: 14 days or more prior to arrival refund less nonrefundable deposit.  
13 days or less, no refunds.**

**Refund Policy: We are not responsible for the Weather, illness, or work schedules. Therefore, our  
cancellation policy is enforced.**

Each person/group also agrees to the following:

☒ Agreement to the "Guidelines for Use of Seltzer Retreat" (below) is necessary for building use.

☒ We reserve the right to discontinue use for those choosing not to follow these guidelines.

**This date will be held for 2 weeks until: \_\_\_\_\_ (Deadline date)**

User will need to provide Certificate of Liability Insurance valid during the rental period with the \$1,000,000 amount of limit marked at the time of the signing of this User Agreement. All Certificates shall list Palmyra First United Methodist Church as the Certificate holder.

**We will be unable to reserve the Seltzer Retreat for your reservation if non-refundable deposit is not received with certificate of insurance and return of application.** For more information about the Seltzer Retreat you may reach out to our website at [www.palmyrafirst.org](http://www.palmyrafirst.org) or by emailing [admin@palmyrafirst.org](mailto:admin@palmyrafirst.org). Please contact the church office for special needs and arrangements at 717-838-2551.

**Please make checks payable to:  
Palmyra First United Methodist Church  
520 E Birch St, Palmyra PA 17078**

**For online payments you may go to our  
website at [www.palmyrafirst.org](http://www.palmyrafirst.org) under  
Seltzer Retreat and online giving.**

## **GUIDELINES FOR USE OF THE SELTZER RETREAT**

1. Please leave facility as clean as when you came.
2. No smoking or alcohol is permitted on the property.
3. Provide documentation of Liability Insurance.
4. Keep all equipment in the building.
5. Persons using the Facilities must be 18 years of age or properly chaperoned at all times. All must comply with First Church Sexual Abuse policy. (Copies Available)
6. All users assume responsibility for property damage incurred due to negligence. Damage is to be promptly reported to the church office.
7. Please promptly report any injuries within the facility to the church office.
8. All activities are expected to be compatible with the mission of the church.

**PALMYRA FIRST UNITED METHODIST CHURCH  
SELTZER RETREAT USER AGREEMENT**

This agreement, entered on \_\_\_\_\_, and between Palmyra First United Methodist Church,  
(date)  
of 520 East Birch Street, Palmyra, PA 17078 ("PFUMC") and \_\_\_\_\_  
(“Username”)

**Together we agree as follows:**

1. User agrees to compensate for any loss and hold PFUMC harmless from any and all liability including attorney’s fees arising out of User’s use of the above premises of the building of which the facilities are a part of the parking facilities on or adjacent, therefore (hereinafter “the facilities”).
2. The user understands that the responsibility to obtain insurance is upon the User. It is not the duty or responsibility of PFUMC to ensure the User’s use of facilities.
3. User agrees to abide by and obey all laws, ordinances, and regulations of any government unit having jurisdiction in PFUMC’ S locale. The user will not engage in any activities in violation of such laws, ordinances rules, and regulations of North Londonderry Township, located in Lebanon County.
4. PFUMC may terminate this agreement at any time by written notice.

**IN WITNESS of the above,** the undersigned parties have executed the Agreement as of the date first written.

Signature \_\_\_\_\_  
(PFUMC Representative)

First United Methodist Church  
520 East Birch Street, Palmyra, PA 17078  
717- 838-2551  
[admin@palmyrafirst.org](mailto:admin@palmyrafirst.org) [www.palmyrafirst.org](http://www.palmyrafirst.org)



\_\_\_\_\_  
(Signature of Renter Representative,)

\_\_\_\_\_  
(Please Print Name of Renter Representative)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone Number)

**Office use only:**

Non- refundable Deposit Rcvd \_\_\_\_\_ Ck# / Cash \_\_\_\_\_ Received by \_\_\_\_\_

Online Payment Rcvd \_\_\_\_\_ Card Type \_\_\_\_\_ Expiration Date \_\_\_\_\_ Received by \_\_\_\_\_

Insurance Rcvd \_\_\_\_\_ Insurance Company Name: \_\_\_\_\_ Received by \_\_\_\_\_

Insurance Expiration Date: \_\_\_\_\_ Received by \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application rcvd on: \_\_\_\_\_