

# FIRE ALARM DISARMING PROCEDURE FOR CANDLELIGHT SERVICES

## OFFICE ADMINISTRATOR OR DESIGNATED PERSON

- In general, APS will be notified by the office administrator in advance of the “No Action”
- However, you may call up to 24 hours in advance.
  - Central Station phone number is 800-244-4427
  - Account number is 2310138    Dealer Code is 1109
  - Pass Code is GRACE
  - Ask to put the system on “No Action” on \_\_\_\_\_ (date)  
from \_\_\_\_\_ (start time – ½ hour before 1<sup>st</sup> service)  
to \_\_\_\_\_ (end time – 1 hour after last service to give smoke time to clear)

## BEFORE THE FIRST SERVICE

- Silence the fire alarm system. Check with a pastor to be sure alarm company (APS) has been notified.
  - Unlock the gray cabinet and top red cabinet
  - Along the inside top of the gray cabinet is a small green circuit board.
  - Approximately 3½ ” from the left side of the gray cabinet, on the circuit board, is a small silver toggle switch pointing to the right.
  - Move toggle switch to the LEFT. This will cause a buzzing noise from the unit.
  - Above the gray cabinet is a red cabinet. At the top of the red cabinet are 3 circuit boards – on the circuit board on the far right (marked ‘bells’) is a small silver toggle switch.
  - Flip toggle switch UP.
  - There is a keypad without numbers to the left of the gray box. Hit the Trouble Silence key to silence the buzzing noise. Re-lock the cabinets.
  - All audible bells are now turned off! Should a fire occur, the only sound will be from the keypad.

## AFTER THE LAST SERVICE

- Fire alarm system must be taken out of silence mode.
  - Unlock the gray cabinet and top red cabinet
  - Along the inside top of the gray cabinet is a small green circuit board.
  - Approximately 3½ ” from the left side of the cabinet, on the circuit board, is a small silver toggle switch pointing to the left.
  - Move toggle switch to the RIGHT. This turns on the audible bells.
  - Above the gray cabinet is a red cabinet. At the top of the cabinet are 3 circuit boards – on the board on the far right (marked ‘bells’) is a small silver toggle switch.
  - Flip toggle switch DOWN.
  - Close and lock cabinets – keys stay in locks.

Section 7-A

Updated October 2016

## GUIDELINES FOR MEMBER USE OF LUTHER HALL AND/OR KITCHEN

Good Shepherd Lutheran Church members may use Luther Hall and the kitchen, if scheduling allows, for such events as birthday parties, receptions, after rehearsal dinners, anniversary parties, showers, wedding receptions, etc.

### Guidelines for Individual Members:

1. Scheduling must be done through the church office (908-685-1660), and you must complete the “Property Use Agreement and Release Form” available in the church office.
2. Persons in charge of the activity will be responsible for cleaning and returning the kitchen and Luther Hall to pre-used condition. This includes:
  - a. Carpet should be vacuumed and floor should be swept clean. Vacuum cleaner and brooms are found in the janitor’s closet where the tables and chairs are kept.
  - b. All dishes, glasses, utensils used shall be cleaned and returned to the proper storage.
  - c. Counters, stove, ovens, sink and refrigerator/freezer must be left in clean and EMPTY condition. TAKE HOME LEFT OVER FOOD!
  - d. Crumbs and spills must be wiped up and garbage bagged and emptied into the dumpster (near the shed).
  - e. Restrooms should be tidied up and the garbage should be bagged and emptied into the dumpster (near the shed).
  - f. Dish towels – should be taken home, laundered and returned to the kitchen.
3. Dishwasher may be used. Instructions for use are on the wall to the right.
4. Decorations shall be limited to tables and floor or wooden door frames. NO DECORATIONS MAY BE PUT ON WALLS, ROOM DIVIDERS, OR ON THE CEILING BEAMS! No tape may be used except on tables, chairs, and counter, and it must be removed at the end of the function.
5. Music and dancing are permitted. However, consideration must be given to neighbors and the sound level kept within reason.
6. Smoking, drugs, and alcoholic beverages are NOT PERMITTED in the building. (Wedding and anniversary parties may serve champagne or wine toast).
7. All lights and switches must be turned off. Please check all windows (bathrooms, too) and doors to be sure they are closed and locked.
8. If the event takes place on a Saturday, please check with the church office to inquire about set-up for Sunday Church School (you will be asked to arrange the tables and chairs for Sunday Church School).

# POLICY AND GUIDELINES FOR ORGANIZATIONS OR VISITORS USING THE FACILITIES OF GOOD SHEPHERD LUTHERAN CHURCH

## POLICY FOR BUILDING USE

*Permission to use the facilities is granted on an annual basis (September-August). Schedules are established on or about August 15th. All organizations must apply each year.*

We seek to serve the community by sharing our facilities with you **but Good Shepherd reserves the right to withdraw its permission for facility use by any group at any time pending just cause.** Concerns and problems should be directed to the church office, 300 Union Avenue, Somerville, NJ 08876 or by phone, 908-685-1660.

1. Permission to use our facilities is given only to an organized non-profit group and its members. If a group wishes to invite the general public into our facilities at one of their functions, special permission must be secured through the secretary.
2. Permission must be secured from the secretary before scheduling any activity at Good Shepherd which would be *in addition to* the time and dates of your regular scheduled and agreed upon activities.
3. Fund raising events, with the intention of making profit are **not permitted** in or on our facilities.
4. There are certain times during the year when use of the building by community organizations is not allowed. These are:
  - a) 4th Monday night of September
  - b) Holy Thursday and Good Friday
  - c) Vacation Bible School (one week - usually July or early August. You will be advised.)
  - d) When we house the Interfaith Hospitality Network (homeless) guests. (This is usually every 8th week - you will be advised.)

## PROCEDURES

1. You must complete a "Property use Agreement and Release Form".
2. Check with the church office to obtain information about keys and fobs for access to the church.
3. Use only the room(s) assigned to your group. **Assignment of a room does not imply permission to use the kitchen and kitchen facilities.** These facilities must be applied for separately when applying for use of the building. There is a charge for use of the kitchen.
4. The only items that may be used are tables, and chairs. Do not use or disturb anything else in the classrooms such as pianos, teaching materials, bulletin boards, displays, etc. If tables or chairs are borrowed from another room, put them back before you leave.
5. The responsible person (or designate) must be the first person to arrive and the last to leave. This designated person must also be given a copy of these guidelines.
6. Storage space is limited to storage area for community groups. **Do not leave or store anything in the building unless specific permission in writing has been given.**

7. The telephones should be used *only for emergencies and only by the group leader*. The church should not be called by your members to determine whether or not a meeting is being held. It is your responsibility to inform your membership - WMGQ is very helpful in broadcasting cancellations. Also, do not have mail for your organization delivered to the church - send it to a member's home address.
8. **SMOKING IS NOT PERMITTED ANYWHERE IN THE BUILDING**. Receptacles will be found outside the church entrance.
9. **SPILLS MUST BE WIPED UP! CRUMBS MUST BE SWEEPED UP!** - or we will have an ant problem.
10. A pail and wet mop can be found in the Boiler Room - to the left of Luther Hall.
11. Thermostats are locked; they have been programmed according to building usage. Contact the church office if you need to adjust room temperature.
12. **ALL REFUSE MUST BE BAGGED AND PLACED IN THE DUMPSTER** (near the shed).
13. Use of parking lot for trips (as a meeting point for a group trip) or not at your scheduled time must be approved through the church office.
14. Report any damage or needed repairs to the church office immediately.
15. Fire extinguishers are located:
  - a) To the left of Luther Hall entrance around the corner in hall.
  - b) In Luther Hall - on right of entrance under thermostats and on left wall near the coffee bar.
  - c) In Union Avenue hall near bathrooms.
16. **EXIT** signs are found in Luther Hall showing the way to exits to Union Avenue and to the parking lot via the long hallway.
17. Fire Alarm - the building is protected with smoke and heat sensor detection system. If the alarm goes off, get everyone out of the building. We are connected to a central monitoring station and they will call the fire company and the police.

Section 7-C

5/12/09

## USE OF COFFEE BAR FACILITIES

1. Each group must bring its own coffee pot, coffee supplies, paper products and garbage bags.
2. Clean the sink and all counter and table surfaces after use.
- 3. DO NOT LEAVE ANY FOOD OR ICE IN THE REFRIGERATOR WHEN YOU LEAVE!**
- 4. REMEMBER - PLACE ALL GARBAGE IN THE DUMPSTER OR TAKE IT WITH YOU.**

## CHECKLIST TO FOLLOW WHEN LEAVING THE BUILDING

1. Return tables and chairs to the proper arrangements and rooms. See bulletin board in room for any special set up requirements.
2. Close all windows.
3. Turn off all lights.
4. Turn off all fans.
5. Bathrooms - close windows, turn off lights and make sure all toilets and urinals are flushed.
6. Put all garbage in the dumpster.
7. Lock all outside doors (even if other groups are meeting). Check the Union Avenue door to ensure it is closed/locked.

## **PLEASE ANNOUNCE TO YOUR GROUP AT THE BEGINNING OF YOUR MEETING**

- Good Shepherd Church is allowing us to use this building free of charge.
- We are not the only ones using the building today. In particular, the church's Day Care ministry uses many of the rooms.
- We have the use of this large room and \_\_\_\_\_ Please do not use any other rooms.
- Please use the unisex rest rooms in this hallway (point). The rest rooms near the doors to the parking lot are, by law, for the exclusive use of the Day Care children during their sessions. Even the Day Care teachers can't use them. If you need additional rest rooms, please go into the church wing (point).
- There are benches and picnic tables in the playground adjacent to the parking lot.
- The telephone may only be used by your leader (me!) and only in emergencies.
- The church sanctuary may be used for prayer, meditation or curiosity.
- Please respect this smoke-free building. Please do not smoke right at the parking lot entrance - several Day Care children have asthmatic conditions.

# PROPERTY USE AGREEMENT and RELEASE FORM for Good Shepherd Lutheran Church

Name of Organization or Group: \_\_\_\_\_  
Responsible Person: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person's Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Organization's Purpose: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Frequency:  One-Time Only  Weekly  Monthly  Other \_\_\_\_\_

Which day of the week:  
 Mon.  Tues.  Wed.  Thurs.  Friday  Sat.  Sun

## General Information

Describe *IN DETAIL* the type of event you will be bringing to our facility, including number of participants:

\_\_\_\_\_

\_\_\_\_\_

Will tickets be sold or admission charged for your event?  Yes  No

If **yes**, what will be the ticket prices or the admission fee, and how will the net proceeds of this event be used?

\_\_\_\_\_

If **no**, will there be a voluntary, good will offering?  Yes  No

Is your group a Nonprofit 501(c)(3) organization?  Yes  No

Nonprofit Tax ID Number: \_\_\_\_\_

## Rooms Requested

Sanctuary   
Luther Hall   
Luther Hall Kitchen   
Room A   
Room B/C

Room D   
Narthex   
Playground   
Other \_\_\_\_\_

Anticipated Number of Participants: \_\_\_\_\_

Will food or drink be consumed?  Yes  No  
If food or drink will be consumed, will the food be prepared in our kitchen?  Yes  No  
Will alcoholic beverages be consumed on the premises?  Yes  No

Special Needs or Requests \_\_\_\_\_

## Set-Up

Number of tables needed: \_\_\_\_\_ Number of chairs needed: \_\_\_\_\_

**Please note:** the tables and chairs will be placed in the room for your use, but it is **your responsibility to set up** the tables and chairs and also to **return the room to its original set-up** when finished.

**Certificate of Insurance Requirements:** Any non-Good Shepherd affiliated groups are required to provide certificates of insurance naming Good Shepherd Lutheran Church as additional insured. A certificate should be turned into the church office at least one week before the first use. For continuing usage, the form should be renewed annually. If you are a group that does not carry insurance, then a copy of the declaration page of your homeowner's insurance policy must be provided.

**Change/Cancellation of Property Use:** Please note: the meeting location may be subject to change, based on Good Shepherd Lutheran Church's occasional requirements for space, should the need arise. Also, as ministries of Good Shepherd Lutheran Church expand, the meeting space provided may no longer be available, in which case a 60-day notice will be provided.

**Fee Arrangement:** The parties understand that the fee for each use of the building where food and drink will be consumed, and where the group does not make a regular yearly or monthly offering, will be **\$50** to cover the cost of the clean-up by the church custodian.

**Release and Indemnity Agreement:** This Release and Indemnity Agreement is between \_\_\_\_\_ (organization or individual) and Good Shepherd Lutheran Church (for use of the property described above for meetings and other activities.)

NOW, THEREFORE, in consideration of Good Shepherd Lutheran Church permitting the organization or individual(s) to use the property described herein, the organization or individual(s) agree(s) as follows:

Organization or individual(s) hereby indemnify, hold harmless, releases, and discharges Good Shepherd Lutheran Church and its administrator, directors, agents, officers, members, volunteers, and/or employees, from any and all liability, claims, demands, losses or damages arising out of the use of the property.

**ACCEPTANCE OF RESPONSIBILITY**

I/We agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of his activity. I/We will remove all signs posted by my group after the meeting has ended. I/We further agree that the church property will be used in accordance with the Rules and Regulations of the congregation (a copy of Property Use Resources including the Rules has been received) and I/We hereby consent to the Release and Indemnity Agreement.

Name of Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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**For Congregation Use:**

\_\_\_\_\_ Request Approved

\_\_\_\_\_ Request Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



# Community Groups Meeting Here

As of July 2019

## Northern NJ Alcoholics Anonymous

Meets year-round, including holidays

Regular Meeting Weekly on Monday 8:00 – 10:00 PM and

District Meeting Monthly on the 2<sup>nd</sup> Tuesday, 7:30 – 9:30 PM

Meets in Luther Hall or the Narthex (when IHN is here.) Contact them at [njaa.org](http://njaa.org)

## English Language Acquisition (ELA)

(formerly ESL – English as a Second Language)

Free classes offered here late September through late May

Tuesday and Thursday mornings, 9:30 AM – Noon

Meets in Rooms A and B/C. Contact them at 908-203-5092 or [HCES.com](http://HCES.com)

## Boy Scouts of America

Cub Scouts meet on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of the month, 7 – 8 PM

Meets in Luther Hall or Room B/C or offsite when IHN is here.

Contact: Chris Fuson 908-704-3407

## Girl Scouts of America

Brownie Troop meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month, 6:15 – 7:30 PM

Meets in Room B/C. Contact: Corey Kaczmarek 732-735-7570

## Interfaith Hospitality Network

We host homeless families in transition for one week, 5 or 6 times per year.

Uses Luther Hall, Luther Hall Kitchen, and adjoining rooms.

Contact: Bill Jonat 908-725-5189 [wjonat@juno.com](mailto:wjonat@juno.com)

### 2019 - 20 Schedule:

Aug 25 – 31, 2019	Oct 13 – 19, 2019	TBD
TBD	TBD	TBD

# COMMUNICATION PROCEDURES REGARDING BUILDING CONCERNS

**WHEN THERE IS A SAFETY ISSUE OR URGENT CONCERN** (e.g. broken window or outside lock, removing heavy dangerous items):

- ◆ Do what needs to be done and always communicate **immediately** in writing to Office Administrator (so it can be immediately handled) via note in mail slot. In addition, and as soon as possible, record in black "Property Concerns" book next to mail slots. If Office Administrator is not on site, then find one of the following people (in priority order) who may be on site to report incident – 1) Custodian; 2) Property Chair; 3) Dir of Adult/Family or Children/Youth Ministry; 4) Pastor. If none are on site, Maintenance Person or Property Chair should be called immediately (see numbers below). Whoever is contacted from above list will also leave a note letting the Office Administrator know the follow-up/status of the incident.

**WHEN BUILDING HAS BEEN ABUSED** (breakage, door left unlocked, use of inappropriate rooms, etc):

- ◆ Do what needs to be done and communicate **immediately** in writing to Office Administrator (so it can be followed up on with congregation or community group) via note in mail slot. In addition, and as soon as possible, record specific details of concerns in black "Property Concerns" book next to mail slots so that it can be addressed by Maintenance Person and/or Property Committee.

**WHEN THERE IS A NON-URGENT BUILDING CONCERN** (insects, cleaning needs, light bulbs, etc):

- ◆ Write in black "Property Concerns" book next to mail slots. This is checked regularly by Custodian, who has the responsibility to see to it that concerns are addressed in timely way.

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Property Manager                      Nick Jankucic                      908-240-0000 (cell)

Property Team Leader                  Jack Farmer                      201-647-9227 (cell)

Section 7-F

Issued July 2019

**GOOD SHEPHERD LUTHERAN CHURCH**  
**300 UNION AVENUE, SOMERVILLE, NJ 08876-2729**  
**The Rev. Chelsea E. Miller, Pastor ~ Laura Meerovich, Office Administrator**  
**908-685-1660**

**2019 EMERGENCY CONTACTS & VENDOR INFORMATION**

**PROPERTY MANAGER**

**Nick Jankucic**  
Cell: 908-240-0000  
Email: nickandbear@aol.com

**PROPERTY COMMITTEE MEMBERS**

**Jack Farmer, Team Leader**

Cell: 201-647-9227  
Email: bobwollenberg@comcast.net

**Open** – General Interior Building

Home:  
Cell:

**Martin Linton** – General Exterior Building

Home: 908-725-8262  
Cell: 908-963-5509  
Email: linton.mr@gmail.com

**Open** – Contracts & Agreements

Home:  
Cell:

**Robert Day** – HVAC

Home: 732 249-5904  
Cell: 732-546-0622  
Email: robertday@lincolntech.edu

**Dean Levin** – Gardens and Grounds

Home: 908-231-0298  
Cell: 908-304-8514  
Email: deanlevin569@gmail.com

**Open** - Cleaning Services

Home:  
Cell:

**Open** – Building Systems

Home:  
Cell:

**Open** – Electrical Systems

Home:  
Email:

**Bob Wollenberg** – Records

Home: 908-829-0246  
Cell: 908-380-1067  
Email: bobwollenberg@comcast.net

**Open** – Plumbing & Appliances

Home:  
Cell:

**Open** – Youth Concerns

Home:

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**POLICE/FIRE: 911**

**NOTE:** This document is distributed to the GSLC Office, Day Care, and Property Committee members.

**EMERGENCY TURNOFFS:**

**WATER:** Under blue manhole cover along Richards Street (two valves).  
Luther Hall - water valve in floor. Water shut-off valves in ceiling of Day Care janitor closet and in Room 1 ceiling (covers the sanctuary end of the building).

**Sprinkler System – Memorial Garden:** Shut off in boiler room in Luther Hall

**ELECTRICITY:** In boiler rooms (one outside light switch in janitor’s closet)

**GAS: DO NOT SHUT OFF – EVACUATE BUILDING**

**FIRE ALARM:** Boiler room by church office (password is “GRACE”)

**LOCATION OF FIRE EXTINGUISHERS:**

Day Care Hallway	Choir Loft
Ramp Entrance	Library
Entrance to Luther Hall (2)	Narthex
Kitchen by handicapped bathroom	Both boiler rooms
Union Avenue exit	Hallway by church office
Usher’s closet	

**LOCATION OF FIRST AID KITS:** Large RED toolbox-shaped First Aid Kit and a second smaller BLUE First Aid kit are each located in kitchen and in the usher’s closet in sanctuary. Another RED toolbox-shaped First Aid Kit is located outside church office to the left of the copier.

## EMERGENCY NUMBERS FOR VENDORS/SUPPLIERS

	<b>VENDOR/SUPPLIER</b>	<b>TELEPHONE</b>
GAS	<b>PSE&amp;G</b> Account # 52-512-131-07	732-247-7000
WATER	<b>NJ American Water</b> Account # 31-999-611-938	800-272-1325
FIRE ALARM	<b>American Protective Services</b> (APS) Account # 231-2070; Password: Grace	908-725-2222
SEWER	<b>Raritan Valley Sewer Authority</b> Account # 999-983-195	732-469-0593
FIRE SUPPRESSION SYSTEM-KITCHEN	<b>Confires Fire Protection</b>	908-722-9700
FIRE EXTINGUISHERS	<b>Dependable Fire Equipment Co.</b>	908-236-6025
ELECTRIC SERVICE	<b>Opal Electric Services</b> Ed Wood	800-896-1982
	<b>American Electric</b> Dale Gates	908-359-2378
	<b>RDS Electric</b> Shawn Hayth	908-995-8850 908-399-5224 (emerg. cell)
LIGHT BULBS	<b>Bulb America</b> eBulb, Inc. 425 Greenpoint Ave. Brooklyn, NY 11222	888-505-2111
	Lamp Technology <i>(light bulb purchases)</i>	631-567-1800 www.lamptech.com
BOILER INSPECTIONS	<b>Hartford Steam/Boiler Inspection</b>	800-345-1122; ext. 8535
LOCKS	<b>All Secure Lock and Safe</b>	(908) 369-0288 908-359-1195 (cell)
PLUMBING-HVAC/BOILER	<b>Craig Refrigeration</b> Craig Jardonoff	908-791-3700 (office) 908-917-2095 (cell)
	<b>Rich Michael</b>	973-462-6574 973-560-1099 (home)
	<b>Mechanical Systems Service</b> John Gross 908-359-0636 (home)	908-575-7700 (rolls over to home in off-hours)
PLUMBING	<b>Jeff Hoffmann &amp; Sons</b>	908-526-1509