

# Jonas Steury Community Room

At Project Help, 711 E Harcourt Rd, Angola, Indiana

## Use Agreement

Office Use Only  
Utility donation: \_\_\_\_\_  
Gift donation: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date Room Requested: \_\_\_\_\_ Times Requested: \_\_\_\_\_ to \_\_\_\_\_

Date and time must be confirmed on the PH office calendar. Contact Rod at 260-665-9697 to confirm.

What will the room be used for? \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Fees:** The room is available on a donation basis only. A \$35 minimum non-refundable deposit is required when reserving. That amount covers our lights, heat, etc. Anything over \$35 is a tax deductible donation to Project Help. Thank you for your generosity. Your gift helps us help the under-resourced of our community. Please make checks payable to Project Help, PO Box 423, Angola IN 46703.

What's included?

1. Use of the Community Room also includes use of the kitchen if desired.
2. Set up, tear down, clean up are not included. You are responsible for all parts of your room use. Any stains on the carpet or walls are your responsibility. Thank you for taking all of your trash out to the dumpster when finished.
3. The room is WiFi equipped. You will want to check your equipment with our equipment before your meeting.
4. You may use items we have available. Please call with questions concerning what we have.
5. If your event is during business hours on a week day, with the exception of Tuesdays, the building most likely will be open for you. If you need keys you must pick them up from the Project Help office 2-3 days before your event. There are two keys—one for the building entrance (entrance 2 only) and one for the community room. You are responsible for getting and returning the keys. You will want to try your keys ahead of time so you know how to unlock and lock the doors. These are not ordinary locks.
6. Project Help can make referrals for catering services. Please inquire by calling Rod at 260-665-9697.

What we ask of you at your event:

Please mention the Project Help literature on the table in the Community Room. Ask each person in your group to read over the information and to share it with their friends and coworkers. We use the Community Room as an outreach to talk about the ministry of Project Help. Your help in getting the word out is much appreciated. Feel free to take the literature that tells what Project Help is all about with you to hand out as well.

Any questions concerning use of the Community Room should be directed to Rod at 260-665-9697.

**WHO CAN USE IT?**

Anyone

**WHAT CAN THE ROOM BE USED FOR?**

Just about anything you want...

- Committee Meetings
- Birthday Parties
- Wedding Receptions
- Training Meetings, Sales Meetings, and Fund-raisers require an additional charge.

**WHEN CAN I USE THE ROOM?**

Anytime it is not already in use. Day and evening hours are available.

**WHAT DOES IT COST?**

\$35 to cover heat and lights plus whatever donation you want to make to Project Help.

**HOW DO I SIGN UP?**

Call Rod at 260-665-9697.

**WHERE DO I COME IN?**

Entrance # 2 goes to the Community Room (see back of brochure).

**WHY DOES PROJECT HELP MAKE THIS ROOM AVAILABLE?**

It is a way of providing needed space to others while exposing them to the ministry and needs of Project Help. We do ask you to pass out our literature at your meeting.

**Project Help**

Mailing address:

PO Box 423, Angola IN 46703

Ministry location

711 E Harcourt Rd, Angola

Phone and fax: 260-665-9697

E-mail: projecthelphelp@yahoo.com

What is **Behind the Doors**  
at the **Project Help**  
Community **Building?**

**Entrance**

**1**

Second Chance Resale Store. 665-9697  
Open M-F, 10 - 6  
Sat. 10 - 2. Most clothing items are just \$2 each.

**Entrance**

**2**

Community Room - a room you can use for your group meetings, training, and family gatherings. See inside this brochure for info.

Enter this door for Project Help's main office and the food pantry.

**Entrance**

**3**

Compassion Pregnancy Center. Items to be given to CPC should come through this entrance.

The Call of America  
Director: Jennifer LaRose

**Entrance**

**4**

Drop off area for anything donated to Project Help. Thank you for your generous giving.

**HOW TO USE THE**

**JONAS STEURY**



**711 E HARCOURT RD,  
ANGOLA, INDIANA**