

Facilities RENTAL AGREEMENT
for non-congregational use

East Goshen Mennonite Church

Name of Renting Party: _____ Phone: [_____]_____

Person responsible for group: _____

Address: _____ Email _____

Type of occasion for reservation: _____ *Number of persons _____

Month Day Year

Reserved for Date: ____/____/____ From: ____:____ AM PM To :____:____ AM PM

Fees due:

A **\$100 deposit** is needed now. This **deposit** will be returned, if facilities are left in good condition. The deposit will not be returned if reservation is not used. The rental fee must be paid in full, 30 days before the event. Amount of deposit paid: \$____ Date: ____/____/____

Rental fee due Date: ____/____/____ Amount of rental fee paid: _____ Date: ____/____/____

FACILITIES FEES

Fellowship hall & kitchen	\$350.00	Kitchen supervisor	\$ 50.00
Sanctuary	\$350.00	Sound tech	\$ 50.00
		Custodian	\$100.00

Renter's Guidelines and responsibilities:

1. A designated person from EGMC shall be present when the facilities are used.
 - a. If the sound system is to be used, an agreement with the sound system operator must be negotiated beforehand.
 - b. If the kitchen is used, the kitchen supervisor must be present.
 - c. Any or all of the aforementioned fees or guidelines may be waived per mutual agreement of all of the parties involved.

A list of persons, [with contact numbers provided] for the above listed positions has been compiled by the Property Commission Chair and is available from the Administrative Assistant.

The Administrative Assistant will make the initial contact with the aforementioned persons who will then be responsible for contacting the renting party's coordinator.

2. Church supplies, such as disposable plates and cups, are not available for rental use. Correlle plates, silverware, and glasses may be used if agreed upon, and washed and returned to their cabinets.
3. Smoking in designated areas only.
4. We encourage all to show respect in the entire facility. Persons are to use only those areas in their rental agreement.
5. We will work together harmoniously when there are several activities planned at the same time.

Adjustments may need to be made for unforeseen events.

* Fire marshal recommendation 299 persons

Signature of “Renter’s” Representative:

Date: _____/_____/_____

Signature of “Church Officer”:

Date: _____/_____/_____

East Goshen Mennonite Church Guidelines for clean-up

These guidelines are for those who choose not to use the custodial personnel from EGMC, and take full responsibility for leaving the building in the same condition as it was found. This includes the following:

KITCHEN

- Wash dishes and return to proper place
- Empty all trash containers; take to dumpster
- Clean all surfaces
- If used, clean stove and/or dishwasher
- Sweep/Mop kitchen floor

INITIALS

FELLOWSHIP HALL

- Remove all items that were brought into area
- Restack chairs and tables
- Vacuum carpet

RESTROOMS

Check the following areas and initial if cleaning was needed.

- Stools, sinks, mirrors and counter tops
- Restock paper products
- Make sure floor is clean; sweep/mop

COMMON AREAS (narthex and all entryways)

- Sweep floors
- Clean glass doors as necessary

TURN OFF all lights

LOCK all exterior doors

REPORT ANY PROBLEMS, CONCERNS AND/OR DAMAGES

If you have questions, or a situation occurs that requires contact with a member of Property Commission, please call Ken Mullett at 202-8580, or _____ at _____.

Signature of person responsible for reservation

Date

Please return completed form to the Administrative Assistant's mailbox.