

EGMC FACILITY USE AGREEMENT

(for members and/or regular attenders of East Goshen Mennonite Church)

Person responsible for group: _____

Phone# _____ E-mail _____

Date of Reservation: ____/____/____ From:__:__ AM PM To :__:__ AM PM

Areas reserved: _____

Reason/Occasion for reservation: _____ *Number of persons _____

_____ Custodial services are requested (see fees below).

_____ I choose to forgo custodial services from EGMC.

I will complete the "Guidelines for clean-up" form with the intent of leaving the facility in the same condition in which it was found.

_____ A sound tech is requested (see fees below).

List services/equipment needed: _____

General Guidelines

1. Reservations for use of the facility must be scheduled with the administrative assistant/church office.
2. All food and beverages should be confined to the kitchen and fellowship hall.
3. Church supplies (disposable plates/cups, coffee, etc) are reserved for church functions, and should not be used for individual reservations.
4. Funerals take precedence over any previously scheduled activities.
5. No alcohol or tobacco will be allowed on the premises.
6. Groups using the facility are responsible for setting up their own tables/chairs and returning them to their proper places.
7. The dishwasher should not be used unless a person from your group has been given instructions for proper use.
8. We will work together harmoniously when there are several activities planned at the same time and ask all to show respect to the entire facility and other groups alike.

Fees

No fees will be charged for the use of our facilities to members/regular attenders of East Goshen when the facilities are used for church related functions. In addition, no fees will be charged for such activities as weddings, receptions, family dinners, reunions, etc. However, a donation toward actual expenses incurred would be appreciated and can be paid through the church office. Events outside of the aforementioned occasions will be considered by members of Property Commission on an individual basis. While our objective is not to restrict usage, we also recognize the need to maintain our facilities and be aware of costs acquired in doing so.

When requesting a sound tech and/or custodial services, the following fees will apply, and payment is expected prior to the date of reservation.

_____ Sound tech: \$50.00

_____ Custodian: \$50.00

Amount due: _____

Signature: _____

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.