



GENERAL RESERVATION FORM

717-653-5660
mjmenco@mjmc.org

Todays Date: _____

Name/Organization: _____

Address: _____

Phone Number: _____ Email: _____

Date Requested: _____ Number of persons attending: _____

Time building should be opened/closed: _____ / _____

Category of Organization: [] Member [] Non-Member [] Fraternal Non-Profit [] Private

Please indicate which areas and services are needed (the following rates are for four hours):

- [] Sanctuary and Lobby* \$500 (\$85/hour additional)
[] Fellowship Center/Gym (capacity 225) \$250 (\$60/hour additional)
[] Community Room/Kitchenette \$150 (\$35/hour additional)
[] Kitchen \$150 (\$35/hour additional)
[] Nursery Area \$75 (\$15/hour additional)
[] Classrooms \$40 (\$10/hour additional)
[] Audio Tech or Video Tech \$80 (\$20/hour additional)

* Reservation of the Sanctuary and Lobby includes: Facility Coordinator, Custodian, and Audio Tech.

Members, regular attenders and fraternal non-profits, may use the facilities with a suggested donation of 50% of the rental fee if you do your own set-up, tear down and clean-up.

Please complete and return to Mount Joy Mennonite Church. You will receive a Rental Fee Agreement and Facility Use Guidelines that require your signature and returned with your deposit. No request shall be considered secured until Written Confirmation has been issued.

Signature _____

Date _____

MJMC FACILITY USE GUIDELINES

Our facilities exist to honor and glorify God. Services, meetings, and activities need to be in general agreement with the character and theology of the congregation.

1. All reservations are handled by the Administrative Assistant in the church office. Reservations will not be accepted more than one year in advance. No request shall be considered secured until a written confirmation is issued by the Administrative Assistant. If activities are cancelled, please notify the office promptly.
2. Facility use by congregational ministries takes priority over other activities.
3. Amplification equipment shall be operated only by authorized congregational personnel. The Administrative Assistant shall make arrangements as needed. Use of musical instruments must be approved by the worship pastor/s.
4. Each group is responsible to notify the church office of their set-up requirements. All set-up and tear-down will be done by our custodial staff. (Members using the building by donation are expected to do their own set-up, tear-down and clean-up.)
5. Please do not move church furniture, instruments, plants, wall hangings, etc., without permission from the Church office. No furniture or equipments shall be removed from the building.
6. For non-congregational use, a Facilities Coordinator shall be present OR a congregation member who shall be present to assume responsibility, including clean-up and lock-up.
7. Exercise due caution to avoid damage to the building and equipment. Users will be responsible for the cost of repairs or replacement.
8. Adult supervision (21 years or older) is required for all activities. Please provide organized supervision of children at all times.
9. Food and drinks are restricted to the Fellowship Center, Kitchen and Community Room.
10. Do not attach objects to walls or floors without permission from the Church office.
11. Rice, bird seed, or confetti shall not be used at weddings; please advise your guests. Alcoholic beverages are not permitted on the premises. Smoking is not permitted indoors.
12. You must supply your own kitchen paper products.
13. Activities are to be concluded by 9:30pm unless prior arrangements have been made with the church office. Saturday evening activities must conclude by 8:30pm to allow time to prepare the facility for Sunday mornings services.