



WEDDING RESERVATION FORM

717-653-5660
mjmenno@mjmc.org

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

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time of wedding: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time of Rehearsal: \_\_\_\_\_ Rehearsal Dinner: Y/N Time: \_\_\_\_\_

Premarital counselor's name and phone number: \_\_\_\_\_

Name and phone number of officiating Pastor: \_\_\_\_\_

Please indicate which wedding and rehearsal extras are needed (the following rates are for four hours):

Table with 2 columns: Wedding, Rehearsal. Rows include: Wedding and Rehearsal Package\* (\$800), Fellowship Center (capacity 225) (\$250), Kitchen (\$150), Video Tech (\$80), Pianist or Organist (\$125).

\* The Wedding and Rehearsal Package includes: Sanctuary and Lobby, Changing Rooms, Facility Coordinator, Custodian, and Audio Tech.

Our Facility Coordinator must be present at all times, including at rehearsals for members and non-members alike.

For courtesy reasons, please communicate with the Administrative Assistant if the Facility Coordinator, Sound Technicians, etc. are or are not invited to the rehearsal dinner and or reception.

Members and regular attenders 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

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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.