



GENERAL RENTAL FORM

717-653-5660
mjmenno@mjmc.org

Todays Date: \_\_\_\_\_ Event: \_\_\_\_\_

Event date: \_\_\_\_\_ Number of persons attending: \_\_\_\_\_

Name/Organization: \_\_\_\_\_

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

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

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

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):

- [ ] Worship Center and Lobby\* \$500 (\$85/hour additional)
[ ] Fellowship Center/Gym (capacity 200) \$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)
[ ] Facility Coordinator \$ 80 (\$20/hour additional)
[ ] Audio Tech \$ 80 (\$20/hour additional)
[ ] Video Tech \$ 80 (\$20/hour additional)
[ ] Live Stream Tech \$ 80 (\$20/hour additional)

\* Reservation of the Worship Center and Lobby includes: Facility Coordinator and Audio Tech.

Members, regular attenders and fraternal non-profits, may use the facilities with a donation of 50% of the rental fee if you do your own set-up, tear down and clean-up. This includes: removing trash from all areas used and restrooms, sweep/wet mop the gym and kitchen floors, setting up and tearing down tables and chairs, etc.

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 non-refundable 20% deposit or full payment (80% refundable). No request shall be considered secured until the deposit has been received and a 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. **Facility use by congregational ministries takes priority over other activities.**
2. All rentals are handled by the Administrative Assistant in the church office. Rentals 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.
3. For non-congregational use, a Facilities Coordinator shall be present OR a congregation member who shall be present to assume responsibility, including set-up, clean-up, turn off lights and lock-up. Check all exterior doors from the outside to be sure doors are locked securely.
4. 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 morning services.
5. Please do not move church furniture, instruments, plants, wall hangings, etc., without permission from the Church office. No furniture or equipment shall be removed from the building.
6. 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.
7. Members, regular attenders and fraternal non-profits, may use the facilities with a donation of 50% of the rental fee if you do your own set-up, tear down and clean-up. This includes: removing trash from all areas used and restrooms, sweep/wet mop the gym and kitchen floors, setting up and tearing down tables and chairs, etc. A more complete list will be supplied with the confirmation and fee schedule.
8. You must supply your own kitchen paper products and utensils.
9. Do not attach objects to walls or floors without permission from the Church office.
10. Exercise due caution to avoid damage to the building and equipment. Users will be responsible for the cost of repairs or replacement.
11. **Adult supervision (21 years or older) is required for all activities. Please provide organized supervision of children at all times.**
12. Food and drinks are restricted to the gym, lobby, kitchen and community room.
13. 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.

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Signature

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Date