**Facilities Use Policy and Rental Agreement**

**Community Mennonite Church**

70 South High St

Harrisonburg, VA 22801

Tel. 540-433-2148 Email:cmc\_office@cmcva.org

**Facilities Use Approval Process**

1. The use of facilities must not conflict with the values and ethics of Community Mennonite Church (CMC).
2. Rental of the facility will be limited to approved facility areas. Other parts of the facility may be in use for other purposes at the same time.
3. Facility use request and approval:
	1. Complete the *Facilities Rental Reservation and Agreement Form* to start the rental process and submit to the CMC office.
	2. A person must be identified on reservation form who is responsible for how the building is used, cleaned up, and handling of the group’s needs.
	3. The rental request will be reviewed by the Rental Manager and either approved or disapproved. You will be notified of the decision.
	4. If approved, a staff member may be assigned to work the event.
	5. The reservation is in effect when signed rental agreement is returned to the CMC office along with a deposit of 50% of the total estimated cost, as well as the $100 damage/overtime deposit if required.

**Guidelines for Use of Facilities**

1. The tenant is responsible for setting up equipment such as tables and chairs to meet their needs, and returning all items cleaned to their original location.
2. The tenant is responsible for general cleanup, including vacuuming carpet, mopping floors, and leaving rooms is same state as when the group arrived.
3. No smoking, alcohol or controlled substances are allowed in the buildings or in the parking lot or any surrounding land.
4. All food must be kept in kitchen and fellowship hall unless permission is granted for other areas.
5. Red drinks are not permitted; they contain red dye that permanently stains carpet. Fire code prohibits deep frying and use of excessive grease in the kitchen.
6. Kitchen use is restricted to preparation of beverages and serving of prepared foods. After kitchen use, washed dishes are to be put away and counters are to be wiped and the floor swept.
7. All children under age 18 must be supervised by adults at all times.
8. Hanging and placing of decorations, posters, etc. must not create holes or leave marks on the walls.
9. Bird seed, bubbles, rice, glitter, etc. may not be used inside the buildings. If used outside, the tenant is responsible for cleanup. On fireworks or sparklers are allowed.
10. Maximum seating capacity for fellowship hall is 200, including overflow room 109. Seating in sanctuary is 250 and balcony is 60. Chairs may not be added in the sanctuary aisles without permission. All entrances and exits must be clear of all obstructions.
11. All local and state fire and safety regulations will be followed.
12. Music instruments may not be moved without permission.
13. CMC reserves the right to cancel or change this agreement at any time due to ministry activities and needs.

**Fee Schedule (rate is per event, normally several hours)**

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| --- | --- |
| Sanctuary | $200 |
| Fellowship Hall | $150 |
| Kitchen | $150 |
| Room 109 | $50 |
| Dean House Room | $50 |
| Dean House First floor | $150 |
| \*Wedding | $500 |
| \*Wedding (CMC member) | $250 |
| Audio Technician (2 hour minimum) | $25/hour |
| Audio Technician wedding | $100 flat fee |

\*Wedding rate includes use of sanctuary, fellowship hall, kitchen and changing rooms, for rehearsal and wedding ceremony. Cost is a flat rate and includes $100 to cover staff or wedding coordinator being present for rehearsal and ceremony.

**Weddings**

Because of the value CMC places on marriage, and because we participate in the Harrisonburg Community Marriage Policy, we ask that all couples getting married in our facility be married by a Christian minister and have experienced pre-marital counseling.

Officiating minister\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Will have pre-marital counseling \_\_\_\_\_\_\_\_

Dancing in the church building and Dean House is permitted for events and services officially sponsored by the congregation and for ceremonial dances of bride/groom/parents at wedding receptions.

**Agreement**

I/we have read the outlines guidelines for use of Community Mennonite Church facility and agree to abide by them and any other specific requests made for using the facility. !/we understand and agree that any furniture/equipment will be returned to its original location and in the condition found; if damaged, I/we will be responsible for replacing or repairing the same. I/we understand that the cleaning (such as vacuuming, washing floors, bagging garbage) that I do can lessen overtime charges against the damage deposit. I/we have read, understand and are to the policy regarding refunds if the reservation is cancelled.

I/we understand that I/we am responsible for the care and safety of participants at the event, and in consideration of being permitted to use the church facility, FOREVER RELEASE the church and agree to defend, indemnify and hold the church harmless from an claims or damages, for any medical expenses and other damages, to the fullest extent permitted by law.

Reservation request made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A second signature if requested\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Rental Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_