

GUIDELINES FOR THE USE OF THE LOCKPORT MENNONITE CHURCH
09269 21N
Stryker, OH 43557
(Non-Members)

This is a statement of expectations, which the Lockport Mennonite Church Trustees have concerning the use of the church for any events/activities, which are not a part of the general program of the congregation.

We reserve the right to deny rental of the facilities for any event/activity, which we determine, is not in accordance with the purpose and best interest of the Lockport Mennonite Church. The use of the building and equipment should be considered a privilege. No reservations for non-members will be considered more than six months prior to the event.

- A. Church functions will have priority over requests for rental
- B. A staff person or designated person must be present at all weddings, rehearsals, preparations set up and all other events. If the kitchen is being used we suggest that a member of the Food Committee be present.
- C. The group must remain in the part of the facility rented. Children must be supervised at all times.
- D. At least four weeks in advance of weddings and two weeks for other events, the renter must contact the church to discuss what their needs will be, such as, sound equipment or furniture.
- E. No smoking, dances or consumption of alcoholic beverages will be permitted on the premises.
- F. Suggested donation for non-members and organizations:
 - Sound Technician for weddings and funerals - \$75
 - If a non-edited version of a DVD is preferred the fee is \$75 for the operator
 - Custodian - \$75
 - Additional suggested donation, for custodian:
 - For funeral visitations - \$75
 - For wedding receptions held on Saturday evening - \$75
 - Food Committee member (when needed) - \$75
 - Sanctuary rental - \$100
 - Fellowship hall rental - \$100
 - Basement - \$100

A deposit of 50% of the total amount is due at the time of agreement and the balance is due 10 days prior to the event.

- G. Members have priority over non-members in scheduling the use of the facilities.

Any requests that are not clear as outlined above or any conflict in scheduling dates will be negotiated with the parties involved, pastors, custodian and secretary.

RESPONSIBILITIES OF ALL FACILITY USERS

1. Persons wishing to use any part of the building may reserve that part through the church secretary who keeps a calendar for that purpose.
2. Only the custodian will be allowed to regulate the temperature control.
3. If damage to the premises takes place the party using the church is responsible for the repair expenses.
4. In the event that considerable setup or cleanup is also required by the custodian, a \$50 donation would be appreciated payable to the Lockport Mennonite Church.
5. The party using the sanctuary is responsible for removal of and replacement of the pulpit furniture under the supervision of the custodian. The sanctuary should be left in the same order and condition as it was found.
6. The party using the church is responsible for clean-up, i.e. sweeping the floor, trash removal. Please leave the church and the fellowship hall the way you found them.
7. The dishwasher is to be operated by the kitchen committee or a trained individual only.
8. No smoking, alcoholic beverages, or dances are allowed in the building or premises.
9. No birdseed or rice can be used inside the church or on the premises due to safety reasons (slipping and falling).
10. All food must be kept in the fellowship hall or the church reception area.
11. If you have reserved the fellowship hall, keep all your activities in the fellowship hall.
12. When using the candelabra's, please use drip less candles and place some type of material (plastic, etc.) under them. The candelabra's cannot be rented out.
13. The sound technician of the Lockport Church will be responsible for the operation of the sound system and video cameras owned by the Lockport Church. The rental party may arrange for the use of their own or professional video equipment. Needs should be made known at least four weeks in advance.
14. All light must be turned off and all windows checked to be sure they are closed before leaving the building.

I have read the building use policy. I take responsibility in seeing that these guidelines are carried out and have attached the necessary deposit.

Signature

Date

GUIDELINES FOR THE USE OF LOCKPORT MENNONITE CHURCH

09269 21N

Stryker, OH 43557

(for members and regular attendees)

This is a statement of expectations, which the Lockport Mennonite Church Trustees have concerning the use of the Lockport Mennonite Church for any events/activities, which are not a part of the general program of the congregation. We reserve the right to deny rental of the facilities for any event/activity which we determine is not in accordance with the purpose and best interest of Lockport Church. The use of the building and equipment should be considered a privilege.

1. Persons wishing to use any part of the building may reserve that part through the church secretary who keeps a calendar for that purpose. There will be no charge to use the building for funerals or weddings or to use of the fellowship hall.

Suggested donations are:

- Sound Technician (weddings and funerals) - \$75
 - If a non-edited version of a DVD is preferred, fee for sound technician - \$75
 - Custodian - \$75
 - Additional suggested donation, for custodian:
 - For funeral visitations - \$75
 - For wedding receptions held on Saturday evening - \$75
 - Food Committee - \$75
2. Chairs can be borrowed from the church but should be taken from the fellowship hall. They need to be returned in time for the church service on Sunday morning. Persons wanting to use them should check with the custodian or church secretary to make sure they are not needed at the church.
 3. The white tables cannot be loaned out. If tables are needed, older ones are available at Cloyce Nofziger's (419-682-4185).
 4. Please check with the food committee as to what items from the kitchen are available for your use. Sign them out on the sign-out sheet in the kitchen. Please inform the appropriate persons as to when the item will be returned. Return items borrowed as soon as possible.
 5. In case the items you borrow become damaged or broken, please inform the appropriate persons. Any damaged items need to be replaced.
 6. Members have priority over non-members in the use of the facilities. Any conflict in scheduling dates will be negotiated with the parties involved, pastors, custodian and secretary.

Lockport Mennonite Church
09269 21-N
Stryker, Ohio 43557
419-682-1831

Name of Group: _____

Contact Person: _____

Address of Contact Person: _____

Phone Number: _____

Room(s) Requested:

____ Fellowship Hall ____ Sanctuary ____ Basement

Reason for Request:

Number of people attending activity: _____

Date(s) and times space is needed:

Date _____ Time _____

Do you need time for set-up, decorating or practicing? ____ Yes ____ No

Date _____ Time _____

Equipment Needed:

____ Sound System (#of microphones needed: hand held _____, standing _____)

____ Slide projector and screen

____ Overhead projector and screen

____ VCR, Television, DVD

____ Cassette tape recorder

____ Piano

____ Organ (sanctuary use only)

Other _____

Person responsible for clean-up _____

Phone number _____

The contact person also accepts responsibility for damages to the building or equipment, which are caused by any member of the group, and accepts responsibility for getting reimbursement for any damages.