



GUIDELINES FOR USING OUR FACILITY

Introduction

The First Mennonite Church building is a busy place. Its primary purpose is to facilitate the mission of the congregation through active ministry to people of all ages and walks of life. The programs of First Mennonite receive top priority when it comes to building use.

It is also our desire to be good neighbors within the larger community and in that spirit, we welcome community groups to use our facility in ways that fit with who we are and what we believe. Currently, we have a relationship with one community organization for ongoing use of our facility. Availability for this type of ongoing use is limited but can be considered. Local organizations and individuals also use our facilities for one-time or short-term use. Priority is then given to nonprofit groups that are supported by the church, and then to organizations and individuals requesting use of the building for non-profit events.

First Mennonite Church does not generate profit through the use of our building by groups or individuals. Costs paid by individuals and groups to help cover expenses (e.g. utilities, custodial services, staff time, sound system/host services) for use of the property.

Approval of the use of our facility does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within our buildings or grounds that conflicts with the bylaws and the practices of this congregation.

Building use guidelines are approved by the FMC Council and are administered by the office staff. No commitment for building use is finalized until the Facility Use Agreement form has been completed and approved and a deposit has been received.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Policies regarding Facility Usage
- Fees for Facility Usage
- Room Use Agreement Form/Release and Indemnity Agreement Form
- Piano rider form (if needed)

STEPS TO SCHEDULING AN EVENT AT FIRST MENNONITE CHURCH

Note: Events may not be scheduled more than six weeks in advance.

1. Contact the church office to inquire about availability.
2. Review Building Use Policies and Fees.
3. Complete the building use request form (available in the church office or online at: www.fmc-cu.org).
4. Return the completed form to the church office.
5. Staff will make a final evaluation and notify you about the decision.
6. Payment of deposit as outlined in the fee schedule is required before the agreement is finalized.

POLICIES FOR USE OF THE BUILDING

Hosts (Church supervisor) - Individuals and groups not affiliated with First Mennonite Church must have a host from First Mennonite present during the entire time the building is used. A volunteer from First Mennonite will be found by the church office. The host will be compensated by the user(s) for his/her time, as outlined in the fee schedule. The office staff may grant exceptions to this rule for individuals and groups who have used the building for several years and have demonstrated adherence to all the rules.

Supervision of Children and Youth - Use of our nursery (in the basement) is available upon request. If children and youth are present during an event, full-time safe and adequate adult supervision is required [all First Mennonite-sponsored events abide by a safe church policy, which can be viewed at: www.fmc-cu.org].

Liability and Property Damage/Breakage - All persons using First Mennonite's building, equipment, and property shall hold the church harmless for any injuries or property damage that may occur. Individuals and groups using our building are expected to exercise reasonable care and judgement in order to prevent breakage of items, damage to property, and theft. The person signing the building use form is responsible for paying costs incurred by the church to clean, repair, or replace any part of the building or its equipment and furnishings beyond normal wear and tear. Any needed repairs or maintenance must be reported immediately to the church office (367-5353).

Security - Our church works to maintain a safe and secure environment, but no system is foolproof. We ask that all users pay close attention to personal property and valuables. Please do not leave them unattended. The church is not responsible for theft or damage to personal property.

Behavior - Users of the church building are expected to treat the building and others using it with respect.

Event Hours - Use of the building is permitted only during the hours requested and approved.

Parking & Bicycles - Parking is permitted in the church parking lot only during the time that a group has requested to use the building. Contact the church office if additional parking is needed. Bikes and skateboards are not allowed in the building. Bike racks are provided near the parking lot along Lincoln Avenue. The church isn't responsible for theft or damage to personal property; any damage to vehicles and bikes is at the owner's expense.

Animals - Only service animals are allowed in the building.

Smoking - Illinois law prohibits indoor smoking in public spaces, including churches. Smoking in the parking lot is permitted as long as it's more than 100 feet of an entrance. All smoking materials and debris must be properly disposed of in ways that do not litter the grounds or pose a fire hazard.

Drug, Alcohol, Weapons, and Gambling - Alcohol, illegal drugs, weapons, and gambling are not permitted on church property.

Nuts and Red Colored Drinks - Nuts and food containing nuts may not be brought into the church. Red dye permanently stains the carpet, therefore drinks containing red dye may not be served.

Food and Drink - Food and drinks are not permitted in the sanctuary, except water bottles. Food and drinks are not allowed around church pianos.

Thermostats – Thermostats in the sanctuary and fellowship hall are programmed and should be adjusted by FMC hosts to ensure that the program is not altered, unless other arrangements are made with the church office ahead of the event.

Room Set-Up and Tear Down - Any changes in the way rooms are set up must be approved by the office staff. Staff time to set-up rooms is considered in the calculation of fees (see fee schedule). Users of the facility must leave it in the condition it was in before use; including return of chairs, tables, piano, pulpit, and kitchen items to their original position. Garbage must be taken out to the large trash dumpster by the fenced area near the parking lot. Recycling can be placed in the smaller recycling container next to the trash dumpster. ONLY THE ROOMS AND EQUIPMENT SPECIFIED IN THE AGREEMENT MAY BE USED.

Decorations & Candles - Decorations may only be attached to walls, doors, and pews with clean-remove masking tape. Use of nails, pins, tacks, mounting tape, or any other items that leave permanent damage to walls is not allowed. Signs and decorations must be removed immediately after the event is done. Burning of candles is not allowed unless permission is granted in advance by the office staff.

Cleaning - The church host will note the condition of the space when the event ends to determine if cleaning charges are appropriate. Users of the building are encouraged to avoid cleaning fees by participating in the clean-up, under supervision of the church host. Clean-up must occur immediately after the event. A clean-up checklist will be provided.

Piano Use - Piano use must be approved in advance by office staff. The piano may be carefully moved to the center of the stage with permission. Food and drinks are not allowed around church pianos. Users of the piano must sign the Damage Rider for Piano Usage Form.

Sound Systems - The church has a sound system/recording system in the sanctuary and a sound system in the basement. The sound systems are available upon request and may be operated by the church sound technicians at an additional cost (see fee schedule). Group-provided sound, recording, or video equipment may not be attached to the sound systems through cables or connectors without prior approval.

Fees - Users of the building must pay all required deposit, usage fees, and any additional service fees in accordance with the approved building use agreement. Payments are to be made on time as outlined in the fee schedule. Damage to First Mennonite property must be reported immediately to the church office and payment for the damage must be paid by a date agreed upon with the church staff.

Termination or Alteration of Agreement - Either party may terminate or alter this agreement with 30 days prior to the event.

FIRST MENNONITE CHURCH BUILDING USE FEES

Event Type	Sanctuary or Fellowship Hall	Sanctuary and Fellowship Hall	Kitchen+ (cooking & equipment)	Library	Classrooms	Nursery	FMC Host (2 hr min.)	AV Staff (2 hr min.)	Janitor*
FMC sponsored	← No Charge →								
Member – personal use	← No Charge →							\$20/hour	\$20/hour
Community Groups (non-profit events)	\$50	\$75	\$20	\$10	\$10	No Charge	\$20/hour	\$20/hour	\$20/hour

Note 1: Fees are for single-day events, typically lasting 4 hours or less. If the event is multi-day or additional time on a different day is needed (e.g. rehearsal for an event), fees are assessed for each day the building is requested.

Note 2: An additional fee of \$20/hr will be assessed for non-FMC events if substantial set-up by staff is requested. Substantial set-up is considered set-up that requires more than 30 minutes of staff time.

+A kitchen fee is only charged if the church kitchen and equipment is being used to cook and prepare food.

There is no charge if the kitchen is only used to serve prepared food and drinks brought into the church.

Church tableware and paperware, coffee, tea, and drink supplies may not be used unless permission is requested before the event.

*A cleaning fee may be charged if FMC custodial services are required.

BUILDING USE FEE AGREEMENT

	Member-personal use Fee	Community group Fee	# Days	Total Cost
Sanctuary or Fellowship Hall	N/A	\$50		
Sanctuary and Fellowship Hall	N/A	\$75		
Kitchen (if cooking & using equipment)	N/A	\$20		
Classrooms	N/A	\$10		
Library	N/A	\$10		
FMC Host (2 hour minimum)	N/A	\$20/hour		
Audiovisual Staff (2 hour minimum)	\$20/hour	\$20/hour		
Janitorial services	\$20/hour	\$20/hour		
Fee for substantial set-up by staff	\$20/hour	\$20/hour		

Use of coffee, tea, creamer, sugar, paper products, or other perishables is available for a fee and must be requested ahead of the event. Contact the office to discuss details.

TOTAL FEES

A deposit of 50% of the total is due no later than two weeks before event.

The remainder owed is due no later than one day before the event.

Office use only: Approved by: _____ Date: _____
 DATE DEPOSIT RECEIVED: _____ NAME OF HOST: _____
 SOUND SYSTEM OPERATOR (if needed): _____ JANITOR (if needed): _____

FMC BUILDING USE REQUEST FORM

Please complete both sides of this form. Return completed form to the church office as far in advance of date requested as possible to confirm your reservation. **Signed forms must be submitted to the office with a 50% deposit no later than two weeks before the date of the event. Reservations aren't confirmed until the office receives the signed form and deposit.**

Name of organization or individual: Address of organization or individual:	Please explain the event being held:	Estimated # people attending:
Date requested:	Start time (include set-up time): <div style="text-align: right;">am/pm</div>	End time (include clean-up time): <div style="text-align: right;">am/pm</div>
Additional date requested (if applicable):	Start time (include set-up time): <div style="text-align: right;">am/pm</div>	End time (include clean-up time): <div style="text-align: right;">am/pm</div>
Contact person (if part of larger organization):	Contact's phone:	Contact's email:

Please check all rooms being requested (*fee schedule on previous page*)

<input type="checkbox"/> Sanctuary (upstairs) – capacity: 200	<input type="checkbox"/> Fellowship Hall (downstairs) capacity: 80 seated/100 standing
<input type="checkbox"/> Library Conference room (upstairs)	<input type="checkbox"/> Kitchen (downstairs off fellowship hall) – SERVING ONLY
<input type="checkbox"/> Fenced grass area near church	<input type="checkbox"/> Kitchen (downstairs off fellowship hall) – COOKING INVOLVED
<input type="checkbox"/> Nursery (downstairs)	<input type="checkbox"/> Classrooms (downstairs). How many are needed?

Please check all equipment being requested

<input type="checkbox"/> Piano (sanctuary and/or downstairs)	<input type="checkbox"/> TV/DVD	<input type="checkbox"/> Kitchen supplies & equipment
<input type="checkbox"/> Lectern	<input type="checkbox"/> Projector	<input type="checkbox"/> Coffee Pot
<input type="checkbox"/> Sound system	<input type="checkbox"/> Screen	<input type="checkbox"/> Tables & chairs (see below)
<input type="checkbox"/> CD player	<input type="checkbox"/> Other:	
<input type="checkbox"/> Special set-up by First Mennonite staff is requested. Please discuss details with the church office.		

First Mennonite has ten 5' round tables, three 8' rectangular tables, three 19"x4' smaller display tables, and approximately 100 metal chairs. Please indicate how many and what type of tables needed and the number of chairs needed:

If requesting use of kitchen equipment, supplies or perishable supplies (e.g. coffee, tea, creamer, sugar), please provide specifics: _____

The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. A "Clean-up Checklist" will be provided once the event is confirmed.

I/we understand and agree to the rules and policies outlined by First Mennonite Church in the **Building Use Policy**, including piano damage rider, if applicable. I/we agree to pay the fees as outlined on the **Building Fee Schedule**, and understand that additional fee can be assessed if I/we fail to clean, reposition, and return church property to its original state. Damaged and/or missing First Mennonite property can be replaced by me (us) with approval of the office staff, or additional fees will be assessed if First Mennonite replaces/repairs property. Any damage/missing items will be reported to the church office promptly. **I/we hereby release First Mennonite Church, its pastors, leadership, and members from any and all liability for personal injury to any individual arising from use of the church facility.**

(Signature of responsible party)

(Date)

Damage Rider for Piano Usage

This rider must be signed by the same person and with the same title as the Building Use Request Form.

I the undersigned individual and responsible party for the rental of the sanctuary of First Mennonite Church for the purpose of holding a music recital/performance do hereby assume full and sole responsibility for any and all damages to the piano caused by anybody during the period of my rental. If damaged, I hereby agree to pay upon demand for repair or replacement of the piano at the discretion of First Mennonite church.

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Renter: _____

Event date(s) and time(s): _____

Signature of responsible party: _____