

Person/Organization \_\_\_\_\_ Name \_\_\_\_\_  
Dates/Times/Location \_\_\_\_\_

*Community Mennonite Church of Lancaster*

**General Guidelines for Building Use**

*For Gatherings of Other Church or Non-profit Organizations*

**Philosophy**

The physical structure at CMCL was designed and built to accommodate the needs of the congregation for worship, Christian education and many other functions related to congregational life. We also like to see the facility being used for non-church events as long as they are in general agreement with the character and theology of the congregation.

The guidelines and procedures outlined here are to help us provide the services that you need for your event and to help you insure that our expectations are met for your appropriate use of the space.

**Procedures**

1. Reservations for use of the building are to be made with the church administrative assistant.. If there is a question about the appropriateness of a requested use, the administrator will consult with the Facility Committee and pastoral staff.
2. The church administrative assistant shall be designated to confirm that two responsible post high school adults will be present with any group using CMCL facilities
3. Unless other arrangements are made, the individual making the request to use the building will be responsible to open the church prior to the event and lock the church after the event.

**General Guidelines and Fees**

1. The building may be used for meetings of non-profit or church organizations that are in agreement with our basic purpose and theology. Fees and Guidelines for building use are as follows:

**Fees and Responsibilities**

- a. Suggested rate of \$20 per use (1-3 hours) for groups up to fifty.
- b. Groups meeting on a regular ongoing basis are asked to pay the suggested rate for each meeting.
- c. Groups using the building shall provide their own paper supplies for food service.
- d. The organization using the building will be responsible for cleanup following their event.
- e. If the services of a sound technician are required, a fee of \$40 will be due payable to the scheduled Community Mennonite Church sound technician, unless other arrangements are made with the Administrator.
- f. Damages will be charged to the Responsible Adult

**Restrictions**

The Administrative Assistant in consultation with the Facility Committee must authorize any exceptions to these General Guidelines for Building Use.

# Cover Your Tracks

*A Checklist for Clean-up After Church Use*

## **During your gathering:**

- About ten parking spaces are available in the church parking lot across from the Christian Ed entrance. Use only spaces along the chain link fence. Other spaces are rented. For large groups, special arrangements may be made with Covenant United Methodist directly across Orange Street for parking.
- Smoking is prohibited anywhere on the church grounds.
- If you are using candles for your event follow the rules and guidelines outlined in CMCL's candle use policy. Request a copy of these when making your reservation. Fire blankets are located in the usher closet in the sanctuary foyer.
- Wipe all spills immediately, especially ones made on the carpet. Use carpet cleaners stored in closet near church mailboxes.
- Seal off and lock areas of the building that will not be in use before the event and unlock them after the event.
- Do not serve any food or beverages in the sanctuary.
- Do not violate Lancaster City Noise Ordinance or plan activities that may be a nuisance to neighbors.

## **Before leaving the building:**

- \_\_\_\_\_ Remove all displays, decorations, props, etc., that were brought into the church for the occasion.
- \_\_\_\_\_ Replace plants, furniture, room dividers or any other items that were moved from their original locations.
- \_\_\_\_\_ Make a list of any large spills or damages that occurred, and submit it to the church office.

### **Kitchen:**

- \_\_\_\_\_ Place all trash in trash bags, and take all accumulated trash to the trash receptacles in the inner courtyard.
- \_\_\_\_\_ Remove any items, including food, brought into the kitchen.
- \_\_\_\_\_ Wipe counters, tables and all other surfaces including the stove and refrigerator.
- \_\_\_\_\_ Wash, dry and return all kitchen equipment and utensils to their proper storage place.
- \_\_\_\_\_ Take home any tea towels that were used. Wash them and return them to the church.
- \_\_\_\_\_ Wipe off the tops of any tables that were used.
- \_\_\_\_\_ Vacuum, dry mop or wet mop as needed all areas used for the event.
- \_\_\_\_\_ Rest Rooms: Be sure that all toilets have been flushed and all lights and fans turned off.
- \_\_\_\_\_ Turn off all lights throughout other areas of the church.
- \_\_\_\_\_ Shut all doors, and make sure they are locked!

*Community Mennonite Church of Lancaster*

**Request for Use of Building**

*For Gatherings of Other Church or Non-profit Organizations*

Submit form to church office. A copy will be returned to you for your records

Event Description \_\_\_\_\_

Facility/Space Requested \_\_\_\_\_

Requested Date/Times for single event \_\_\_\_\_

Requested Date/Times for recurring event \_\_\_\_\_

Number of Persons Expected to Attend Event \_\_\_\_\_

Contact Person \_\_\_\_\_ Responsible Adult (s) \_\_\_\_\_

*(Must be present at every event)*

Address \_\_\_\_\_

Telephone Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

E-mail address \_\_\_\_\_

Payment Schedule (suggested payment of \$20 per event)

If services of a sound technician are needed, a \$40 fee is due and payable to:

*(Administrator will provide name.)*

Signature of Person Responsible \_\_\_\_\_

*I/we agree to follow General Guidelines as outlined*

Notes: \_\_\_\_\_