

NON-MEMBER APPLICATION FOR USE OF RIDGEVIEW MENNONITE CHURCH

Date(s) requested: _____ Today's date: _____

Organization: _____ email address: _____

Contact: _____ Cell #: _____ email address: _____

Clean up Contact: _____ Cell #: _____ email address: _____

Nursery Contact: _____ Cell #: _____ email address: _____

Type of event _____

Check (✓) facility to be used:	Amount
_____ Sanctuary (wedding or non-wedding)	_____ \$890
_____ Additional day to set up event	_____ \$180/day
_____ Fellowship Hall (& kitchen for catering) 0-50	_____ \$535
_____ Fellowship Hall (& kitchen for catering) 51-100	_____ \$590
_____ Fellowship Hall (& kitchen for catering) 101-200	_____ \$700
_____ Fellowship Hall (& kitchen for catering) 201+	_____ \$830
_____ Additional day to set up event	_____ \$490/day
_____ Kitchen (cooking or using appliances) 0-50	_____ \$300
_____ Kitchen (cooking or using appliances) 51-100	_____ \$325
_____ Kitchen (cooking or using appliances) 101-200	_____ \$380
_____ Kitchen (cooking or using appliances) 201+	_____ \$440
_____ Sound Technician	_____ \$300
_____ Projector Technician	_____ \$180
	_____ Total

Approximate number of persons attending this event: _____

Dates: _____ Arrival time: _____ Departure time: _____

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Please enclose a non-refundable application fee of \$25.00

Please enclose an additional clean-up security deposit of \$500.00 (weddings only)

I have read and agree to the General Guidelines for Use of Facility. (Please sign below)

Name: _____ Date: _____

Return this application to: Ridgeview Mennonite Church, 3723 Ridge Road, Gordonville, PA 17529.

- A certificate of liability insurance with Ridgeview Mennonite Church named as additionally insured. must be on file at Ridgeview Mennonite Church one week before the event.
- Remit payment to Ridgeview Mennonite Church one week prior to the event.
- Note: sanctuary seats approx. 600, fellowship hall seats approx. 350 at tables.
- If the facility is not returned as found, according to the guidelines, time required by Ridgeview staff to repair damages, restore and/or clean the church will be deducted from the security deposit at a rate of \$45/hour.

Your church contact person is _____

CHECKLIST FOR USE OF THE RIDGEVIEW MENNONITE CHURCH FACILITY

Check (✓) each item (if applicable) to indicate your agreement and keep a copy of this to use after your event is over.

GENERAL:

- We will put all the areas used during our event back in place the way we found them.
- We will not use any glitter, sprinkles, flocking, nuts, berries, rice, birdseed, etc. anywhere.
- We will be sure to remove all our decorations, no matter the size, before we leave.
- We will be clean the nursery and wash all toys that were used (Nursery Contact)
- The church janitor will clean the bathrooms, turn off lights, and lock the doors after our event.

SANCTUARY:

- We will return the sanctuary and stage to the order in which it was before the event.
- The church sound technician will clean up the sound system after the event.
- We will NOT use the church's candles during our event.

FELLOWSHIP HALL

- We will sweep the floors and arrange tables and chairs to the order in which it was before event.
- We will empty all our generated trash into the church dumpster.

KITCHEN:

- We may use the appliances, dinnerware, glassware, cookware, & silverware
- We will thoroughly clean the dishwasher, drying area, and sink of all food particles.
- We will line the trash cans with new trash bags (found in the pantry)
- We will clean the cooktops and ovens of any spillage.
- We will remove all food and items that we brought into the kitchen.
- We will clean all kitchen countertops.
- We will clean the coffee pots by hand and leave the coffee maker "ON".
- We will NOT use the church's coffee and condiments.
- We will NOT use any food found in the pantry, refrigerator, or freezers.
- We will NOT use the church's table linens.
- We will NOT use any of the church's plastic utensils or disposable dinnerware.
- We will NOT use any of the church's Styrofoam takeout containers.

I have read and agree to the Checklist for Use of Facility. (Please sign below)


Name _____ Date _____

Ridgeview Mennonite Church
3723 Ridge Road, Gordonville, PA 17529
Phone: (717) 768-3143 Email: office@ridgeviewmennonite.net

FACILITY USE GUIDELINES

Ridgeview Mennonite Church is a steward of its facilities and serves the broader community through their use of the facilities. Part of the stewardship must be borne by those using the facility. The following guidelines enable the facilities to be used and enjoyed by its members and the local community.

1. All services, meetings, and activities held at Ridgeview Mennonite Church should be in general agreement with the values of the congregation. The church reserves the right to decline a rental to any group or program that could have a detrimental effect or create negative publicity for the church.
2. The first priority of the facility is to serve the congregation and its varied programs. Second priority will be given to groups that use the facilities on an ongoing basis.
3. All requests by members and non-members for facility use must be made through the church office (717) 768-3143 or by email office@ridgeviewmennonite.net.
4. In extremely rare cases, extenuating circumstances may take precedence over a scheduled activity.
5. The church facility may be reserved by church members and regular attendees for weddings, church-related business activities, family occasion (birthday, anniversary, baby shower, bridal shower, family gatherings, etc.); a suggested donation is recommended.
6. The facilities are available for non-members who will be charged according to fee guidelines.
7. All activities should be planned and controlled keeping in mind this is a church facility. Use of the building is a privilege and should be treated as such. The user is responsible for the conduct of all persons on the grounds attracted by the event and the enforcement of all guidelines.
8. All publicity related to rental of buildings and grounds must state the name of the sponsoring person(s) or organization.
9. Once a rental agreement has been signed, the renting group assumes all responsibility for personal liability, damage to the church, and conduct of the group members during and/or resulting from the group's activities.
10. All non-church entities, groups, or programs are required to attach an appropriate insurance rider from homeowner's insurance agent to the Facility Use Agreement. *(An insurance rider provides additional coverage for something specifically not covered with a primary policy. The rider is added to the primary policy and the policyholder pays an extra amount to cover the rider).*
11. The cost for restroom custodial service is included in the fee agreement.
12. Only approved sound technicians from the Ridgeview congregation or those trained in the use of the church's sound system may operate the church's sound system.
13. Alcoholic beverages and/or controlled substances are not allowed inside the church facility or on any part of the church grounds.
14. Smoking is not permitted inside the church facility.
15. No food or drink is permitted in the sanctuary.
16. Permission must be granted before fastening anything to walls or ceilings.

17. Candles may be used in the sanctuary, with proper care taken to protect carpet and furniture from dripping wax.
18. Relocating or rearranging church equipment other than tables and chairs must be discussed with and approved by the church contact person prior to the event.
19. The reserving party is responsible for the cleanup of areas used at the conclusion of the reservation time. All trash, decorations, etc., must be removed and all areas should be left in the condition in which they were found. All tables and chairs must be set back to the way they were found when the reserving party comes to set up. It is suggested that digital photos be taken of these areas before items are moved and then referred to when the items are being put back.
20. Equipment or property that is rented or owned by the reserving party may be brought into the facility but must be discussed or approved by the church contact person prior to the event.
21. Only those areas of the facility agreed upon in an agreement may be used.
22. The church custodian will unlock/lock the facility.
23. Persons using the facility will need to provide their own childcare during the rental time. Parents are responsible for attending to their children. The *Nursery Responsible Contact* will be responsible for cleaning the room and washing all toys that were used.
24. The organ and piano may not be moved from their present position in the sanctuary.
25. If the guidelines are not respected and the building or contents are not put back as agreed or there are damages or issues that require unusual cleaning procedure, the extra costs the church occurs will be subtracted from the security deposit (\$500) at a rate of \$45/hour.
26. All posters, flyers, announcements, and advertising for the event must include a contact phone number from the organization, *not the church office number*.
27. All activities must be finished by 10:00 p.m., unless prior arrangement has been made.
28. Ridgeview Mennonite Church is not responsible for lost or stolen items.
29.  The sanctuary and fellowship hall are accessible to the handicapped.
30. The sanctuary seats approximately 600 and the fellowship hall seats approximately 350 at the tables.