

MILVERTON MENNONITE FELLOWSHIP

6619 Perth Rd. 131, Milverton ON N0K 1M0
(519)595-8762 milvmenn@perth.net

APPLICATION FOR USE OF CHURCH FACILITIES

Name/Organization _____
Full Address _____
Contact Person _____ Email _____
Phone (Day) _____ Phone (Night) _____
Date Required _____ Arrival Time _____ Departure Time _____

Type of Event (check one)

Christian Wedding _____ Anniversary _____ Shower _____ Christian Funeral _____
Funeral Visitation _____ Other Event _____
Expected Attendance _____

Facility Required (Check one)

- Rentals less than three hours are subject to a rate of \$35 per hour or part thereof.
- Sanctuary only \$150 + \$50 for Sound System (Set up & Operation)
- Fellowship Hall \$125 + \$50 for Sound System (Set up & Operation)
- Fellowship Hall with Kitchen \$150
- Sanctuary, Fellowship Hall & Kitchen \$250
- Weddings – Sanctuary only by donation (sound person fee is applicable)
- Funerals – by donation. (Sound system fees if applicable)
- Registered Charities/Non-Profit Organizations by donation.

Total Cost: \$ _____

(Deposit Due upon Booking \$50. Balance due before day of event).

Please do not exceed the maximum occupancy of 299 for the sanctuary and _____ for the Fellowship Hall

I am in agreement that Milverton Mennonite Fellowship will not be responsible for any personal injury or damage, for the loss or theft of clothing or equipment of the applicant, or anyone attending on invitation by the applicant. The applicant is responsible for the conduct of all persons admitted to the building. The applicant hereby agrees to the Terms and Conditions (listed on reverse) of this application.

Date _____ Name (Print) _____

Signature of Applicant _____

Witness _____

The applicant organization or person or persons, by the execution of this document, and being duly authorized for himself/herself or by the organization hereinbefore described, hereby agrees to indemnify and safe harmless the Milverton Mennonite Fellowship or any successor entity from any liability of any kind arising from the use of the church facilities.

If you need assistance or have any questions please contact our Administrator at 519-595-8762

FOR OFFICE USE ONLY	Third Party Liability Insurance Certificate Provided _____
	Key Required - Yes / No Key Given A B C Key Pick up (Including tour): Date _____ Time _____

TERMS AND CONDITIONS

Our church facilities belong to the Lord and His people, and all the activities within the Church shall be consistent with our charitable objectives, Church constitution, Statement of Faith and policies.

- **Occupants shall remain in the area rented. Additional areas can be rented at an additional price. Classrooms are not to be used without special permission.**
- The activities of the charity take priority over any other activities. If the charity realizes that it requires the use of the facility after they have booked for a rental, the rental may be cancelled. Fees paid will be fully reimbursed.
- Application forms are to be completed by the applicant and submitted to the office for approval. Payment is due one week prior to the event. Cheques are made payable to Milverton Mennonite Fellowship.
- All requests from those outside the congregation are to be approved by the Administer with assistance from Director of Facilities and Board Chair. Confirmation of date requirements will be given in a timely manner.
- Certificate of Third Party Liability Insurance needs to be provided confirming coverage of individuals, groups or organizations at Milverton Mennonite Fellowship the day(s) of the event – may/may not be a fee from Insurance Company.
- No smoking, drugs, gambling or alcohol consumption is permitted anywhere on the property.
- Refrain from using confetti or other materials that are difficult to clean and control.
- Tables and chairs are not to be removed from this facility.
- Items such as coffee, tea, cream, sugar, paper cups and napkins etc are NOT provided with rental.
- Food is only to be eaten in the kitchen and fellowship hall area. No food on the carpets. For sports activities in the gym, proper non-marking running shoes must be worn. No Skateboarding.
- Any individual, group or organization using the church facilities assumes full liability for any loss or damage to church property or equipment or neighbouring property resulting from such use. All breakage or damage to dishes, utensils or equipment must be reported to office. The cost of such damages will be charged to the user.
- The elevator is to be used for handicapped persons only.
- Please ensure that children are supervised at all time. Children are not allowed to play in the sanctuary.

Set-up and Take Down:

- You are responsible to arrange the furniture as desired and return it to its proper location.
- Clean the church after use. Please take all garbage with you. Dry or damp mop and/or vacuum any floors as needed. Make sure all lights are turned off and all windows and doors are locked.
- Return key to office mailbox before leaving.

Kitchen Facilities/Catering:

- A Caterer must leave the kitchen facilities as he/she found them – with counters and stove wiped clean, all elements turned off, and all garbage taken away.
- Instructions for the dishwasher are clearly posted. Please follow them carefully. Remember to empty and clean the dishwasher drain and turn the power off.
- All food must be removed from the kitchen the same day as the event.

Sound System:

- The PA systems require an operator provided only by the church. Any use of the sound system shall be by prior arrangement well in advance of the event. A charge of \$50 applies for the Sound Technician. A cheque is to be made out to the specific person providing the service and given to the office.