



LivingLightMC@gmail.com
www.LivingLightMC.com

717.872.2222
2625 Safe Harbor Road
Washington Boro, PA 17582

Facility Rental Form

Group Requesting Facilities: _____

Date(s) of Use: _____

<u>Facilities Requested</u>	<u>Fee</u>
___ Sanctuary	\$150.00
___ Sound system use (# hours _____)	\$25/hour
___ Basement/Kitchen/Nursery*	\$50.00
___ Pavilion	\$50.00

**Please note: we do NOT have a certified commercial kitchen, NOR is our basement handicapped accessible. Food preparation should be done beforehand or by a caterer.*

Time of arrival (begin set-up): _____ Time of departure: _____

What furniture and how many (tables, chairs, etc.) and/or equipment will you need available so you can use/set-up?

Requested by: _____

Address: _____

Telephone: _____ Today's Date: _____

Checks should be made payable to Living Light Mennonite Church and sent to the church office.

_____ I have read, understand, and agree to abide by the rental policies of Living Light Mennonite Church (see reverse).

Signature _____ Date _____



Guidelines for Use of Living Light Mennonite Church Facility

The facilities of Living Light Mennonite Church were built to honor and glorify God. Any services, meetings, or activities that are held here should be in general agreement with the character and theology of the congregation.

Guidelines:

1. Requests for reservations may be made either by phone, email, or in writing to the church office using the "Facilities Rental Form". No reservation is considered complete until a written confirmation is sent from the church office.
2. Each group requesting a reservation shall designate an individual as the responsible contact person. If the group decides to cancel the activity, the church office is to be notified promptly.
3. Each group shall assume responsibility for setting up and returning the facilities to the condition in which the group found them. Any exception to this must have prior approval of the church office. The office will also need to know the number of tables and chairs needed, as well as any other type of equipment.
4. Groups shall not move or use any equipment or supplies, unless permission has been granted.
5. Generally, all reservations for use of facilities will be granted on a first-come basis. Living Light Mennonite groups shall be given preference in the scheduling of activities. No activity shall be scheduled that interferes with the regularly scheduled activities of the Living Light Mennonite Church congregation. Reservations will not be accepted further than a year in advance.
6. Smoking and alcoholic beverages shall not be permitted in the building or on the premises. No throwing of rice, confetti, birdseed, etc. is permitted on church property.
7. Adult supervision (21 years or older) is required for all activities.
8. A trustee, custodian, or other designated church member shall be present when the building is being used for non-congregational events. For use of the sound system, a qualified technician from our congregation is to be present to operate.
9. The following conditions apply to the use of the Living Light Mennonite Church facilities:
 - a. Exercise due care to avoid damage to the building and equipment.
 - b. Be financially responsible for damage to the facilities.
 - c. Serve food and beverages only in areas normally used for this purpose.
 - d. Do not attach any objects to floors or walls that would mark the building.
 - e. Provide organized supervision for children at all times.
 - f. Groups are responsible for their own safety and well-being and agree not to hold Living Light Mennonite Church or any of its members liable for accidents that occur while using the facilities.