

Sharon Mennonite Church (SMC) Facilities Reservation & Policy Forms

7675 Amity Pike, Plain City, Ohio 43064, 614-873-8290

sharonmenno@gmail.com

Contact Name(s): _____

Organization Name (If applicable): _____

Billing Address: _____

Phone Number: _____ Alternate Phone #: _____

Email Address: _____ Alternate Email: _____

Date(s) _____ Times Requested: _____

Requested: _____

Type of Event: (Ask church office if unsure)

☐ Sharon Mennonite Church Event (Life groups, Youth events, etc.)

☐ Non-Church Event (Reunions, Parties, Bridal/Baby Showers, etc.)

☐ Wedding

☐ Reception

☐ Sports (type): _____

Room(s) Requested:

☐ Fellowship Hall (Gym)

☐ Gathering Place

☐ Mezzanine

☐ Foyer

☐ Sanctuary

☐ Kitchen (Fellowship Hall)

☐ Kitchen (Gathering Place)

☐ 1-3 Classrooms

☐ 4+ Classrooms

☐ Ballfield

I acknowledge that this is only a request and not a confirmed reservation. Confirmation will be given via e-mail or phone call and will include the total of the rental fees. Any change(s) made to existing reservations must be in written form and confirmed by the Office Administrator.

Initials _____ I have signed the attached Insurance Liability Waiver, Facility Rental Policy, and the Facility Rental Fee Schedule.

----- [Office Use Only] -----

Staff Receiving: _____ Confirmation Date: _____

☐ Donation Paid: _____ Rental Rate: _____

☐ Deposit Paid: _____ Total Fees Due: _____

☐ Paid in Full: _____ Date: _____

FACILITY RENTAL POLICY

1. Use of the facilities must be scheduled through the church office. Rental is subject to the availability of Sharon Mennonite Church and will be scheduled on a first come, first serve basis.
2. Reservations must be submitted via a completed Facilities Reservation Form presented to the church office. The Office Administrator will verify availability, and contact the renter via email, call, or text to confirm the reservation. Rental amount is agreed upon at time of reservation confirmation. The rental amount is governed by the existing Fee Schedule.
3. Renter must be 18 or older to reserve the facility.
4. Facility may be used for fundraising. No private individual or group (member or otherwise) may use facilities for the purpose of generating a profit for themselves.
5. For Wedding and/or Reception Rentals: Nonrefundable security deposit is due at time of reservation confirmation. Full payment is due one week prior to event. Access for decorating and rehearsal will be no earlier than 10:00a.m. the day before. Scheduling of event on Saturday should be no later than 8:00 p.m. to allow ample time to prepare Sanctuary for Sunday services. This includes use of tables, chairs, refrigerators, coffee makers, ranges, ovens, etc. All paper supplies to be provided by renter.
6. For all Non-Wedding/Reception Rentals: Nonrefundable security deposit is due at time of applicable reservations. Full payment is due prior to or at the time of facility use. In the event of a cancellation prior to 24 hours of the rental time, a refund minus the security deposit amount may be given.
7. Sports reservations are restricted to the Fellowship Hall and adjacent hallway restrooms. The Kitchen will not be available during sporting activities. No baseballs or softballs are to be thrown in the Fellowship Hall.
8. All rooms not part of the rental agreement may be locked, including the Fellowship Hall Kitchen garage doors. All double doors should remain closed per the fire code.
9. Following the event, the church must be returned to clean condition. A walk-through inspection will be done to ensure satisfaction with condition. Return all furniture (tables, chairs, etc.) to the proper location. Tables and chairs must be washed and free of food, all utensils must be washed and put away, stove and counter tops washed and the floors swept, as applicable. All trash must be bagged and taken to dumpster on the southeast corner of parking lot. Any property damage is the responsibility of the group renting the building. Any expenses will be charged to renter.
10. In the event of nonpayment, a reminder notice will be sent via email, mail, or phone call to the renting party. Continual nonpayment will be reported to the Finance & Facility Council. If a rental party is deemed problematic the party will be denied future use of the facility.
11. Fees may be waived at the discretion of the Finance & Facility Council.
12. Use of the church's sound systems must be operated by a qualified audio/visual technician from Sharon Mennonite Church at a rate per hour for weddings, rehearsals, and/or for receptions. The fee for funeral use is a flat rate. The a/v technician role includes sound set up, microphone and sound system operation. The a/v technician will not act as a DJ.
13. Sharon Mennonite Church does not accept responsibility for any injuries sustained on the property, while the facility is being rented. The person(s) arranging for the rental of the facility are expected to always provide appropriate supervision of children and others. There is strictly no jumping off the stage.
14. Due to fire code and insurance regulations, no smoking, no alcohol, no drugs, no firearms, and no special effects (smoke, fog, fireworks) are permitted on the premises.

I have read and agreed to the Facility Rental Policy as stated above.

Signature: _____

Date: _____

Print Name: _____

RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

In consideration of participating in activities, and for other good and valuable consideration, I hereby agree to release and discharge from liability arising from negligence Sharon Mennonite Church and its owners, directors, officers, employees, agents, volunteers, participants, insurers, and all other persons or entities acting for them (hereinafter collectively referred to as "Releasees"), on behalf of myself and my children, parents, heirs, assigns, personal representative and estate, and also agree as follows:

1. I acknowledge that there are known and unanticipated risks which could result in physical or emotional injury, paralysis or permanent disability, death and property damage. Risks include, but are not limited to, sports related injuries; medical conditions resulting from physical activity; and damaged clothing or other property. I understand such risks simply cannot be eliminated, despite the use of safety equipment, without jeopardizing the essential qualities of the activity.
2. I expressly accept and assume all of the risks inherent in this activity or that might have been caused by the negligence of the Releasees. My participation in this activity is purely voluntary and I elect to participate despite the risks. In addition, if at any time I believe the event conditions are unsafe or that I am unable to participate due to physical or medical conditions, then I will immediately discontinue participation.
3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless Releasees from any and all claims, demands, or causes of action which are in any way connected with my participation in this activity, or my use of the equipment or facilities. This release does not apply to claims arising from intentional conduct. Should Releasees or anyone acting on their behalf be required to incur attorney's fees and costs to enforce this agreement, I agree to indemnify and hold them harmless for all such fees and costs.
4. I represent that I have adequate insurance to cover any injury or damage I may suffer or cause while participating in this activity, or else I agree to bear the costs of such injury or damage myself. I further represent that I have no medical or physical condition which could interfere with my safety in this activity, or else I am willing to assume - and bear the costs of - all risks that may be created, directly or indirectly, by any such condition.
5. In the event that I file a lawsuit, I agree to do so solely in the state where Releasees' facility is located, and I further agree that the substantive law of that state shall apply.
6. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

By signing this document, I agree that if I am hurt or my property is damaged during my participation in this activity, that I have waived my right to maintain a lawsuit against the Releasees.

I have had sufficient time to read this entire document and, should I choose to do so, consult with legal counsel prior to signing. Also, I understand that this activity might not be made available to me or that the cost to engage in this activity would be significantly greater if I were to choose not to sign this release, and I agree that the opportunity to participate at the stated cost in return for the execution of this release is a reasonable bargain. I have read and understood this document and agree to be bound by its terms.

Signature:

Date:

Print Name:

FACILITY RENTAL FEE SCHEDULE

Fees will be charged to cover the cost of utilities plus wear and tear on the SMC facilities. Fees *do not include* cost of damages or cleaning expenses, which will be deducted from NONREFUNDABLE security deposit (if applicable). Any expenses over the deposit amount will be charged to renter.

EVENT TYPE	FOR REGULAR ATTENDERS & MEMBERS	FOR NON-MEMBERS
Sharon Mennonite Church Events	No charge	
Weddings & Receptions	No charge Renters are encouraged to donate towards expenses.	Sanctuary: \$1,000 Fellowship Hall: \$1,000 <i>*Security Deposit Required</i> A/V Technician: \$50/hour (no deposit needed)
Funerals	No charge	No charge Renters are encouraged to donate towards expenses. A/V Technician: \$50 (no deposit needed)
Non-Church Events (Reunions, Parties, Bridal/Baby Showers, Non-SMC Fundraising Events, etc.)	No charge Renters are encouraged to donate towards expenses.	Fellowship Hall & Kitchen: \$100/hour All Other Rooms: \$50 per room/hour <i>*Security Deposit Required</i>
Sports Use Sports reservations are EXCLUSIVELY RESTRICTED TO THE FELLOWSHIP HALL, and the adjacent hallway and bathrooms.	Fellowship Hall: \$50/hour Ballfield: \$50/hour <i>*Security Deposit Required</i>	Fellowship Hall: \$50/hour Ballfield: \$50/hour <i>*Security Deposit Required</i>

****Security Deposit is Non-Refundable and equals 50% of total rental cost, and is due at the time of booking. Rest paid in full at time of use.***

I have read and agreed to the Facility Rental Fee Schedule as stated above.

Signature:

Date:

Print Name:
