



Facility Rental Rules & Regulations

A. Auditorium/Narthex:

1. No food or drink should be in the auditorium/narthex areas.
2. Please keep the children from running or playing in the auditorium and the pulpit area after services.
3. No metal toys should be in the auditorium, to keep the benches from getting scratched.

B. Public Address System:

1. Only operate it if you have been given instructions on how to use it
2. Move only the buttons and knobs that are needed. Do not touch other buttons.
3. Be sure the system is turned off before leaving.

C. Nursery/Toddler Room:

1. Do not remove the toys from either room. These toys are to be used in these designated rooms only.
2. Take all diapers along home. Do not leave them in the nursery or rest rooms.
3. Organize the rooms neatly before leaving.

D. Kitchen

1. Clean the counter tops, stove tops and ovens.
2. Leave the refrigerator clean and take all leftover food with you.
3. Dishes and utensils may be used if they are washed and returned to the proper places.
4. All paper supplies, including table covers, shall be provided by the users.
5. Clean floors as needed. (see note under miscellaneous.)
6. Take all garbage with you when you leave.

F. Rest rooms:

1. Before leaving, make sure toilets are flushed.
2. Sinks and mirrors should be cleaned.

G. Miscellaneous

1. Any use of the facilities should not be in opposition to or hinder the ministry of the church and will be subject to approval by church leadership. Facility use must be in agreement with the Church Covenant and Mennonite Confession of Faith.
2. Chairs and tables: Replace them as found if used.
3. Telephone: If long distance calls are made, please pay them along with the rental payment.
4. Vacuum cleaners and mops: They are stored in a storage room beside the kitchen.
5. Audio video equipment: Do not use it or remove it from the church without permission from the caretakers.
6. Garbage: Take all the garbage with you.
7. Food and beverages: No food or beverages should be taken out of the fellowship hall.
8. Classroom doors: Please leave all classroom doors open, except the office door.
9. Before leaving: Check for anything left behind. Turn out the lights and lock the doors (or as directed).
10. No smoking or alcoholic beverages are permitted on the premises.

Please leave a good Christian testimony by leaving everything the way you found it.
May God bless your time at Gehman Mennonite Church.

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Rental Fees (as of March 2004)

Options

A. Kitchen and fellowship hall one to five hours	\$75.00
B. Kitchen and fellowship hall more than five hours	\$90.00
C. Auditorium, narthex, and nursery one to five hours	\$75.00
D. Auditorium, narthex, and nursery more than five hours	\$90.00
E. Auditorium, narthex, nursery, kitchen and fellowship hall one to five hours	\$145.00
F. Auditorium, narthex, nursery, kitchen and fellowship hall more than five hours	\$180.00

1. The use of the P.A. system is included in the rental fees.
2. Only direct Gehman Mennonite Church functions are exempt from the above charges.
3. All church member family functions are free. Donations are appreciated.
4. Member weddings are exempt from above charges. Donations are appreciated.
5. Non-member wedding fee, including rehearsal time, is \$180.00
6. Member funerals are exempt from above charges. The meal is supplied by the church at no charge. Donations are appreciated.
7. Non-member funerals are subject to the above charges.
8. Please use only the parts of the church that your group has reserved.
9. All church, non-church and family activities should be reserved well in advance.
10. The approximate capacity of the auditorium is 200; fellowship hall, 100.

Make check payable to **Gehman Mennonite Church** and leave payment in kitchen, ...
... or send payment to: **Mailing address: PO Box 842, Adamstown, PA 19501**

For reservations, contact the church at ...

Gehman Mennonite Church

physical address: **127 Witmer Road, Reinholds, PA 17569**

mailing address: **PO Box 842, Adamstown, PA 19501**

phone: **717-484-4548**

email: info@gehmanmennonitechurch.org

website: www.GehmanMennoniteChurch.org

Select option of your choice (A-F), date and time, on the form below

Name of Group _____

Person in charge _____ Phone # _____

Address _____

Date needed _____ Hours needed _____

Option letter _____ (from above descriptions)

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