



## Facility Rental Rules & Regulations

### A. Auditorium/lobby:

1. Do not move or rearrange any equipment without permission.
2. No food or drink should be in the auditorium/lobby areas.

### B. Audio/Visual/Computer Equipment:

1. Only to be used and operated by trained GMC team with prior arrangement.
2. Do not move or rearrange any equipment without permission.

### 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 countertops, 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.**
  - a. Links to these documents are at the bottom of this webpage:  
<https://www.gehmanmennonitechurch.org/vision.html>
2. Chairs and tables: Replace them as found if used.
3. Vacuum cleaners and mops: They are stored in a storage room beside the kitchen. Additional cleaning items may be found in the closet by the stairs.
4. Garbage: Take all the garbage with you.
5. Food and beverages: No food or beverages should be taken out of the fellowship hall.
6. Before leaving: Check for anything left behind. Turn out the lights and lock the doors (or as directed).
7. No smoking or alcoholic beverages are permitted on the premises.



# Gehman Mennonite Church

*Walking with Jesus ... personally, locally, and globally*

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

### **Rental Fees** (as of September 2022)

#### Options

A. Kitchen and fellowship hall 1 to 5 hours	\$100.00
B. Kitchen and fellowship hall 5+ hours	\$125.00
C. Auditorium, lobby, and nursery 1 to 5 hours, +\$100 per Audio/Visual Tech	\$200.00+
D. Auditorium, lobby, and nursery 5+ hours, +\$100 per A/V Tech	\$225.00+
E. Auditorium, lobby, nursery, kitchen & fellowship hall 1 to 5 hours, +\$100 per A/V Tech	\$300.00+
F. Auditorium, lobby, nursery, kitchen & fellowship hall 5+ hours, +\$100 per A/V Tech	\$350.00+
G. Non-member wedding fee, including rehearsal time, is \$400.00, +\$100 per A/V Tech	\$400.00+
• Auditorium Audio/Visual Requests	
○ Audio/Sound: \$100 for 1 A/V Tech	
○ (if requested) Video Display: \$100 for a 2nd additional A/V Tech	
○ (if requested) Video Recording: \$100 for a 3rd additional A/V Tech	

1. Gehman Mennonite Church functions are exempt from the above charges.
2. All church member family functions (including weddings and funeral) are free. Donations are appreciated. A meal following a member funeral is generally supplied by the church at no charge.
3. Non-member funerals are subject to the above charges.
4. Please use only the parts of the church that your group has reserved.
5. The approximate capacity of the auditorium is 160; 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 the contact info at the bottom of the page.

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

Name of Group \_\_\_\_\_

Person in charge \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Date needed \_\_\_\_\_ Hours needed \_\_\_\_\_

Option letter \_\_\_\_\_ (from above descriptions)

## **Gehman Mennonite Church**

*physical address:* 127 Witmer Road, Reinholds, PA 17569 | 717.484.4548

*mailing address:* PO Box 842, Adamstown, PA 19501 | [GehmanMennoniteChurch.org](http://GehmanMennoniteChurch.org)