

General Funeral Use

Reservation Request Form

Conestoga Mennonite Church (CMC)

2779 Main Street, Morgantown, PA 19543

610-286-9124

610-913-0501 (FAX)

admin@conestogamc.com

Today's Date: ___/___/___ Applicant Name (please print): _____

Applicant Address: _____

Applicant Contact Information: _____

Funeral Date and Time: ___/___/___ _____ am/pm Notes: _____
(date) (time)

Viewing Date and Time (if other than funeral date) ___/___/___ _____ am/pm
(date) (time)

Payment: Funeral homes incorporate fees in their services as listed below.

<u>Area/Service</u>	<u>Fee Schedule</u>
1. Sanctuary (includes soundboard operator)	\$500 (per day)
2. Fellowship Hall (you turn on/off one mic sound system)	\$200 (Family makes funeral meal arrangements. CMC will provide kitchen committee supervision only.)
3. Dishwasher Use (Requires CMC Kitchen Staff)	\$100
4. Request Sanctuary Partitions moved (Project over 300)	\$200
5. Additional Day for Viewing	\$200

* A "Certificate of Insurance" (defined below) must be included before agreement is official.

If using **Sanctuary**: What time(s) shall CMC soundboard operator be present? _____

If **Dishwasher** to be used: What time shall our staff be present? _____

Desired time for facility to be **OPEN**: _____ (No earlier than 7 AM)

Expected **DEPARTURE**: _____ (No later than 11 PM)

Applicant Signature: _____ *Signature means applicant has reviewed the Guidelines, and understands and accepts responsibility to fully uphold the Guidelines.* Upon approval, the form will be signed and a **copy returned** to the applicant.

Each **heating/cooling** unit has a separate wall mounted thermostat. The programmed temperature can be adjusted by touching the up or down arrows on the right side of the thermostat screen.

***Certificate of Insurance:** Contact your home owner's insurance company and they should provide you with a "Certificate of Insurance" that names Conestoga Mennonite Church as "loss payee" for your event. Submit copy of the Certificate with this form.

PLEASE COMPLETE ALL OF THE ABOVE BEFORE SUBMITTING FORM TO CMC OFFICE

CMC Office Use

Date Received: ___/___/___ Received By: _____ CMC Dishwasher Agreeing to Serve: _____

CMC Soundboard Operator Agreeing to Serve: _____

() Approved () Not Approved due to: _____

CMC Approved Signature: _____ Date Approved: ___/___/___

Ministry Center Use Guidelines

Conestoga Mennonite Church (CMC)

Joyfully Living Christ's Story to Benefit Others

The church is people – the community of faith. Gathered under the Lordship of Christ, we are called to serve our Lord by serving each other as well as those outside the community of faith. Our Ministry Center was built as a gathering place to enhance our worship, ministry and service. We hope the following guidelines will promote the appropriate use that would honor our Lord and respect our members. *Thank you for your cooperation on these matters.*

General Guidelines

1. You will be expected to **clean up** after your activity and leave the facility in the condition you found it. Please contact the church before relocating furniture.
2. You will be expected to **supervise children**. Children should not be exploring areas of the church which have not been reserved.
3. Food and drink are not permitted in the Sanctuary.
4. **Moveable wall partitions** are only to be moved by a Conestoga Trustee.
5. Worship instruments such as the **piano and drum set** are NOT to be moved.
6. **No smoking** is permitted inside our Ministry Center.
7. No **alcohol or drug use** is permitted on any part of the church property.
8. Please respect our Security Staff by making every effort to hold to the times stated on the reservation form.
9. Discovered **damages** to the building or equipment shall be reported in writing to the Church Office before leaving the Ministry Center. Applicants are responsible for damages; whether incurred by the rental party or by their guests.
10. Kitchen **dishwasher** and Sanctuary **audiovisual equipment** will be used by CMC Staff only so must be reserved as needed. The fellowship hall basic (one live mic) sound system is available for general use; as outlined on our Reservation Form.
11. Conestoga Mennonite Church reserves the **right to reject** a ministry center application with no explanation required.

Additional Guidelines For Use of Kitchen and Fellowship Hall

1. Users are responsible to provide their own paper products (i.e. plates, cups, napkins, etc.).
2. Empty refrigerators of all you brought.
3. Refill ice cube trays and containers.
4. Sweep the fellowship hall carpet. (Central Vac hose and attachments located in closet next to Sanctuary.) Mop any soiled portion of the kitchen floor. Wipe off all used counter tops before you leave.
5. Place used dishcloths and tea towels in the laundry basket in the pantry for a member of the Kitchen Committee to pick up.
6. Place all used garbage bags inside the dumpster outside the fellowship hall on the northeast (back) corner.
7. Please monitor our “no food and drink out of the fellowship hall” policy.
8. Children need direct supervision if in the kitchen. The kitchen has materials which are dangerous.

Relevant Seating Data:

1. **Sanctuary:** designed to seat 300 in benches. The overflow partitions may not be moved by anyone other than CMC Trustees.
2. **Fellowship Hall:**
 - Our 30 round tables with 8 per table seats 240 very nicely
 - The 30 round tables plus 8 rectangle tables with 8 per table seats 304 comfortably
 - The 30 round tables plus 14 rectangle tables with 8 per table seating 352 is doable but cozy

Summary: We are pleased that God has granted us stewardship of this Ministry Center and pray that it will serve you well. Kindly inform our office if there are ways we can better serve you so all reasonable requests can be accommodated!

Joyfully Living Christ's Story to Benefit Others, CMC Pastor and Leaders