

# General Use Ministry Center Reservation Request Form

Conestoga Mennonite Church (CMC)

2779 Main Street, Morgantown, PA 19543

610-286-9124

610-913-0501 (FAX)

[admin@conestogamc.com](mailto:admin@conestogamc.com)

Today's Date: \_\_\_/\_\_\_/\_\_\_ Applicant Name (please print): \_\_\_\_\_

Group Name/Event \_\_\_\_\_ Number of Persons Expected: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Contact Information: \_\_\_\_\_

Event Date and Time: \_\_\_/\_\_\_/\_\_\_ (date) (time) am/pm Notes: \_\_\_\_\_

Second Date and Time if needed: (rehearsal, event set up) \_\_\_/\_\_\_/\_\_\_ (date) (time) am/pm

**Circle Desired Facilities and the applicable fees.** Detailed description is on back. Circle **all that apply**:

<u>Area/Service</u>	<u>Fee Schedule (details on back)</u>
1. Sanctuary (includes soundboard operator)	\$550. (per day— <b>do not</b> circle #'s 1, 2, or 3 when selecting #4 "Combination")
2. Fellowship Hall (you turn on/off one mic sound system)	\$500. (per day)
3. Kitchen	\$400. (per day)
4. Combination (Sanctuary, fellowship hall, & kitchen)	\$1,200. per day (2 day use of Kitchen appliances/electricity \$200 extra)
Over 300 Guests or Partitions moved	\$200
5. Wedding rehearsal and day prior setup only	No additional charge
6. Wedding rehearsal dinner (w/o dishwasher)	\$150
7. Additional Day of Setup (Day prior no charge)	\$200
8. Dishwasher Use (Requires CMC Kitchen Staff)	\$100
9. Family Life Center	\$200. (per day)
10. Classroom cluster	\$75. (per 4 hours)

Add all circled fees together for **Total: \$ \_\_\_\_\_ .00** - A "**Certificate of Insurance**" (defined on back) and **half the total fee and a \$200 refundable deposit** (more details on back) must be included before agreement is official. The **balance is due one week prior** to event; written to "Conestoga Mennonite Church."

Using **Sanctuary (#1 or #4)** what time(s) shall CMC soundboard operator be present? \_\_\_\_\_/\_\_\_\_\_

If you circled the CMC **Dishwasher #8** what time shall they be present? \_\_\_\_\_

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

Expected **DEPARTURE**: \_\_\_\_\_ (No later than 11 PM)

If a wedding, please also print your fiancé's name: \_\_\_\_\_ **Contact Information:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ *Signature means applicant has reviewed the attached 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.

**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: \_\_\_/\_\_\_/\_\_\_

## Greater Detail of Ministry Center

FACILITY/SERVICE	FEE	SPECIAL FACTORS
Sanctuary	\$550 per day	Includes: Use of sanctuary for entire day (Sunday exception) Staffed audio service (If needed, CMC Soundboard Operator will be required to operate.) Powerpoint Projection equipment (you provide operator)
Fellowship Hall	\$500 per day	Includes: Use of tables and chairs and piano located in the fellowship hall. Use of refrigerator and freezer if needed. Ceiling brackets (Raising Ceiling Tile not permitted) – Ask Office Admin. Basic sound system with one mic which you operate. Instructions are posted on the cabinet in the fellowship hall. Does not include: Staffed audio service; use of dishwasher, or tablecloths. Round tablecloths are available for rental upon request, \$3.00 per cloth.
Kitchen	\$400 per day	Includes: Use of refrigerator, freezer, oven, and coffee urn, dinnerware and silverware (Place settings for 300) Does not include use of dishwasher (separate \$100 fee on form) If using kitchen to cook for 2 days, an additional fee of \$200 will be applied.
Second day Use	\$200	
Combination of Sanctuary, Fellowship Hall, & Kitchen	\$1200 per day	Includes: Items as described above.
Family Life Center	\$200 per day	Includes use of recreational items, Kitchenette with Refrigerator, Coffee Maker, etc
Classroom cluster or Library	\$75 per 4 hrs.	Includes up to 4 rooms on one heating/air conditioning system.

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; and your deposit payment; with this form.

**\*\$200 Refundable Deposit:** If the facilities are kept in good condition, cleaned up after, and there are no messes to create extra cleanup (i.e. wax from candles, mud, dumpster overflowing, etc.) we will refund this deposit in full.

### Applicant Responsibilities

1. **Communicate** with CMC Office when relevant data changes from what is listed on the Reservation Form.
2. **Enforce respect** of the attached CMC Ministry Center Guidelines.
3. Submit to the CMC office a written description of any **damage discovered** during event.
4. Be certain the Ministry Center **is back in order** before you leave; including checking the kitchen to be certain counters and flooring are clean, and refrigerator is empty of your items; and checking all rest rooms to be certain toilets are flushed and counters wiped clean. Put in order any moved furniture or equipment. Check that all garbage left behind is in dumpster with lids closed.
5. Respect Security Staff by honoring stated departure time.
6. Please read and sign attached additional guidelines.

**Contact:** If you have a problem with the Facility please call our Facility Caretaker at 484-525-3926 or our Office Administrator at 484-941-4112.