

**Pettisville Missionary Church**  
**Building Use Guidelines and Policies**

**General Guidelines**

- The building will be used only for activities that are compatible with church activities. Activities that are deemed incompatible with the purpose and ministry of the church are prohibited. If there are questions about the compatibility of a particular activity, final determination will be made by the Pastoral Staff and Trustees.
- No smoking or consumption of alcoholic beverages is allowed on the premises. This includes the parking lots and other areas outside of the building.
- Lessee may use ONLY the area(s) of the building which they have rented.
- All children (under 18) are to be under direct (**line-of-sight**) supervision by a designated adult at all times. Lessee will be held responsible for any and all damages resulting from unsupervised minors, including extra cleaning time spent by custodial staff.
- No dark-colored punch or beverages will be served for any activity.
- No chocolate fountains will be used for any activity.
- No glitter, bird seed, confetti, rice, etc., will be used for any activity, inside or outside of the building.
- For clean-up, liquids must be emptied into suitable containers before cups are placed in trash receptacles. Please pick up all trash and deposit in lined trash containers. Tie up garbage bags and gather in the designated location for custodial staff to take to the dumpster.
- Any decorating in the building will be done with the knowledge of and under the supervision of PMC personnel. If PMC's decorations are used, any breakage or damage will be the responsibility of the renting party to replace or repair.
- Damage and/or breakage of anything belonging to PMC must be paid for by Lessee.
- Under no circumstances shall lessee tamper with or attempt to use the sound systems or projection equipment in any part of the building, including the auditorium, Lighthouse Cove and the Expanse. Technicians are available for an hourly fee, but must be scheduled in advance.

**Use of tables, chairs and equipment**

- Rectangular tables, folding chairs, and other approved items, such as kitchen utensils, etc. may be borrowed for use by the church family. All requests must be made in advance of the desired date(s) by contacting an Administrative Assistant through the church office.
- Requests will be handled in the order they are received, and quantities may be limited due to availability.
- Tables, chairs and equipment must be returned by the date and time specified.
- Requests by people outside the church family to borrow tables, chairs and equipment will be considered on an individual basis.
- Final determination will be made by an Administrative Assistant.
- The white tables and upholstered chairs are not available for use outside of the facility.

## **Scheduling**

- All scheduling of the building will be made by contacting an Administrative Assistant, through the church office, [419-445-7186]. Scheduling will be done based on availability and the church calendar. Final determination will be made by an Administrative Assistant.
- No events other than PMC ministry events and weddings will be scheduled more than 6 months in advance.
- Every scheduling party will have a person who is responsible for all arrangements and for keeping the terms of the usage agreement. That person will provide a telephone number where he/she may be reached. This person must be present in the facility for the duration of the activity.
- Beginning and ending times will be established at the time reservations are made. No scheduled event is to last later than 9:00 PM on a Saturday evening. For days other than Saturday, arrangements will be made on an individual basis.
- Only the area of the building that has been reserved will be used or visited. All other areas are considered off-limits.
- Whenever possible, assistance with clean-up and set-up will be given by the scheduling party under the direction of the Trustees or Facilities Manager and/or their designee(s).
- From Friday evening to Sunday evening, set-up and clean-up is the responsibility of the scheduling party. Set-up and clean-up involve setting tables and chairs up, putting them away and restoring the kitchen to pre-use condition. PMC will still provide the custodial staff for final sweeping, cleaning of bathrooms, etc.
- From Friday morning to Sunday afternoon, the auditorium is not available for rental, except for weddings, due to the chairs being set for Sunday.
- On all other days, the auditorium will be available as the schedule allows upon the discretion of an Administrative Assistant.

## **Rental Fees**

- The building will be available to regular attendees at no charge. However, a donation is requested to assist with the additional cost of janitorial help and utilities.
- Honorariums for pastors, musicians and sound technicians are your responsibility to pay directly to them.
- Any event extending past the scheduled ending time will be assessed a fee of \$25 per hour.
- There is no charge for funerals at PMC.
- Donations for use of the building can be made at the church office or they may be placed in the offering basket. Whether you make your donation at the office or through the offering, please be sure to mark it 'building use donation' so accurate records can be kept. Some suggested guidelines for donations for regular attendees are:

Birthdays, showers, parties, etc.	\$25-50
Weddings	\$100
Weddings with reception	\$150

- The building will be available to non-members on a rental basis, as follows:
 

Foyer & Kitchen	\$200
Auditorium	\$200
Combined Kitchen/Foyer/Aud.	\$400
Fellowship Hall (all), incl. kitchen	\$100
Expanse	\$100
Wedding Ceremony Only	\$300
Wedding Ceremony & Reception	\$500
- A \$50 reservation deposit is due at the time of scheduling. The deposit is applied to the balance due. The remaining balance is due at least one week prior to the scheduled event.
- Cancellation must be made one week in advance of the scheduled event, at which time the reservation deposit will be refunded.
- If the balance due is not received by one week ahead of the scheduled event and no alternative arrangements have been made with the church office, PMC reserves the right to cancel the reservation.
- PMC reserves the right to reschedule or move the location of your reservation in the event of funerals, unforeseen circumstances and building maintenance issues. Notice will be provided as early as possible.
- If you plan to use our coffee maker, a fee will automatically be charged to cover our cost.
 

1-50 cups	\$10.00
51-100 cups	\$20.00
101-150 cups	\$30.00
151-200 cups	\$40.00
201-250 cups	\$50.00
251-300 cups	\$60.00
301-400 cups	\$80.00

**Liability**

- Lessee agrees to hold harmless, indemnify and defend PMC (including agents, employees, and representatives of PMC) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the premises, its entrances and exits, and surrounding areas, for lessee's purposes, regardless of whether such injury or damage results from the negligence of PMC or otherwise.
- Lessee agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which lessee will use, including entrances and exits.
- Lessee agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.

I/We have read and agree to adhere to the guidelines outlined in this policy.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Administrative Assistant \_\_\_\_\_

For Office & Custodial Staff Use Only:

Received Down Payment      Date \_\_\_\_\_ Amount: \_\_\_\_\_

Balance Due                      Due Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Condition of building after party: \_\_\_\_\_

Time party left premises: \_\_\_\_\_