

# Facility Request

First Mennonite Church

101 South Jackson Street ● Bluffton, Ohio 45817 ● 419.358.5766

Revised January 2022

Name of Group/Individual \_\_\_\_\_ Contact Person \_\_\_\_\_

Address of Contact \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Event \_\_\_\_\_

Number of persons attending \_\_\_\_\_ Date \_\_\_\_\_ Time & Duration \_\_\_\_\_

Do you need time for set-up/practice? \_\_\_\_\_ Date \_\_\_\_\_ Time & Duration \_\_\_\_\_

## SPACE YOU WISH TO USE (Check each below) –

- Parlor  Fellowship Hall  Fellowship Hall Kitchen  Assembly Room  Assembly Room Kitchen  
 Classroom (Room Number) \_\_\_\_\_  Sanctuary

## CHURCH OWNED EQUIPMENT –

If you do not have previous experience with our equipment, we will provide the name of an assistant.

We expect you to leave equipment in the condition in which it was found.

- Sound System (mics, stands, wireless hearing assist, etc.) \_\_\_\_\_  
 Video Projection Equipment: Digital Projector, Computer, DVD Player, Connections & Cable to FH  
Sound System, and Pull Down Wall Screen. Computer based material works best from your own  
Laptop, using an HDMI Output to the Projector (for anything other than a DVD)  
 Piano (Fellowship Hall and Sanctuary)  Organ  Lectern

## TABLES / CHAIRS NEEDED –

- Number needed - \_\_\_\_\_ ROUND TABLES (Only in Fellowship Hall, Maximum of 24, each seating  
7-8) \_\_\_\_\_ RECTANGULAR TABLES (Maximum 18, 6ft & 8ft length, each seating 8-10)

**NO UNSUPERVISED OPEN FLAMES/CANDLES ARE PERMITTED ANYWHERE IN THE BUILDING**

We are happy to share the church with you and expect you to use it per our guidelines/policies. The person signing this request agrees to ensure that our policies are followed. This person also accepts responsibility for damages to the building or equipment caused by any member of the group, and for providing reimbursement for any damages. Rates for the use of the facility are determined according to the attached fee schedule. Contact person agrees to ensure that payment is received by the church within 30 days of receiving a statement and to notify the church as soon as possible if the event is cancelled.

## DEPOSIT – 50% OF THE Fee is required to reserve the facilities

The members and guests attending our function hereby agree at all times to indemnify and hold harmless the First Mennonite Church, its members and officers, and its property from and against any cost, liability, or expense arising out of any claims of any person or persons whatsoever by reason of the use or misuse of the premises or parking area.

Signature of Responsible Person \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE: A/V Person contacted \_\_\_\_\_ Caretaker contacted \_\_\_\_\_

## FEE –

Total Fee \$ \_\_\_\_\_ Deposit Received \$ \_\_\_\_\_ Balance Due \$ \_\_\_\_\_

## FEE SCHEDULE -

1. Use of any individual classroom or an individual room setup (using the movable partitions in the Fellowship Hall - \$25
2. Use of Assembly Room - \$35 Including adjacent kitchen - \$50
3. Use of Fellowship Hall for groups of fewer than 50 persons - \$35 Including kitchen \$55
4. Use of Fellowship Hall for groups of more than 50 persons - \$35+\$25 for each additional 25 or fewer persons. Including kitchen - \$55
5. Use of Sanctuary only, for non-member weddings and rehearsals - \$100 (There will be an additional custodial fee for events ending after 1:00 PM on Saturdays)
6. Use of Sanctuary, Fellowship Hall, and Kitchen for non-member weddings and rehearsals or Funerals/ Memorial Services and included visitations - \$200 (There will be an additional custodial fee for events ending after 1:00PM on Saturdays)
7. The American Red Cross routinely uses FMC Fellowship Hall and Kitchen space for a Bluffton Blood Drive at NO CHARGE, and this shall continue.

## FELLOWSHIP HALL

If you would like a specific set-up, please provide a sketch below.

LIBRARY

KITCHEN

STAIRWAY  
ENTRANCE/EXIT TO  
PARKING LOT

SANCTUARY  
ENTRANCE/EXIT

WINDOWS

WINDOWS

PARLOR

MAIN ENTRANCE/EXIT

OFFICE

PROJECTION  
SCREEN ON WALL