

# **Linden Mennonite Brethren Facility Use Policy**

## **Conditions of Use**

- ❖ Please designate a point person to oversee the event and to be responsible for making all necessary arrangements and communicating with our Office Administrator.
- ❖ User group is responsible for the actions of all guests and participants of the event.
- ❖ If the user group is outside our church family and requires use of the Sanctuary, please make arrangements to have one of our Pastors onsite for the event.
- ❖ Users outside of Linden Mennonite Brethren Church (LMBC) will require a minimum \$2,000,000 active liability insurance. Proof of insurance is required upon booking.

## **General Requirements**

- ❖ User group is responsible for all set up and take down. Please return all items to where they were found, as you found them.
- ❖ No smoking anywhere in the building.
- ❖ No alcohol is permitted in the building or on the premises.
- ❖ Please leave bikes, skateboards, rollerblades, etc. outside.
- ❖ Persons, groups, or organizations using the facility and/or grounds are responsible for repair costs for any damage to the building, property, or equipment which occurs because of the event.
- ❖ Please stay in the areas your event is approved for.

## **Facility/Equipment**

- ❖ User group is responsible for bringing their own coffee, coffee supplies, disposable dishes, etc. Glass dishes are available upon request but must be cleaned and put away after use.
- ❖ Alterations to facilities or grounds, including electrical, mechanical, architectural, landscaping, or décor are not permitted without prior approval of our Office Administrator.
- ❖ Candles are permitted only when enclosed in a non-flammable container. Please clear use of candles with our Office Administrator.
- ❖ Please keep all exits clear, as per fire regulations.
- ❖ All sound equipment, instruments, media tech, etc. should not be moved or used without approval. Please request at time of application as this service is subject to availability.
- ❖ Please let our Office Administrator know if you require use of the elevator, as it must be operated by a trained individual.

## **Clean Up**

- ❖ Kitchen clean-up instructions are posted in the kitchen. Please follow the instructions carefully.
- ❖ Take home all leftovers.
- ❖ Please put any tables, chairs, etc. back to where and as you found them.
- ❖ Empty garbage containers. Disposal bin is located on the west side of the building.
- ❖ Vacuum carpets as needed.

## **Security, Fire, and Life Safety**

- ❖ Person signing this agreement will familiarize themselves with all emergency exits. The muster point is along the row of trees on the west side of the property.
- ❖ In the case of an emergency, the person signing this agreement will be responsible for contacting emergency services if necessary and will be responsible to ensure all guests are accounted for.
- ❖ Person signing this agreement will be responsible for reporting any incidents to LMBC staff.



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## APPLICANT INFORMATION

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

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Event Description: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Time in: \_\_\_\_\_ (include set up)

Time out: \_\_\_\_\_ (include clean-up)

Area(s) required (check all that apply):

Sanctuary ☐  
Common Space ☐  
Foyer ☐  
Board Room ☐  
Youth Room ☐  
Other ☐

The Gathering Place/Bean Redeemed ☐  
Kitchen ☐  
Upper Room ☐  
Upstairs Classrooms ☐  
Downstairs Classrooms ☐  
Downstairs Hall ☐

Please Specify: \_\_\_\_\_

Will you require use of AV/Media/Tech equipment? Yes ☐

No ☐

I have read and agree to the preceding requirements. Yes ☐

The person/organization requesting use of LMBC facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Any damages shall be reported to the church office promptly.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## OFFICE USE ONLY:

Area available on requested dates? ☐  
Facility Policy signed off? ☐

Ministry support available upon requested dates? ☐  
Appropriate certificate of insurance provided? ☐

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_