

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 \$ _____