

**PORTLAND MENNONITE CHURCH**

1312 SE 35<sup>th</sup> Avenue ♦ Portland, Oregon 97214 ♦ 503.234.0559 ♦ [www.portlandmennonite.org](http://www.portlandmennonite.org)

**Facility Use Request Form**

Name of Group or Sponsor \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_ web site: \_\_\_\_\_

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

Description of requested use: \_\_\_\_\_

\_\_\_\_\_

Member/Attender of PMC

Date(s) of requested use \_\_\_\_\_

Times: from \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Frequency:

One Time Event  (memorials, performances, family gatherings, seminars, community meetings)

Weekly  Monthly  (community meetings, etc)

Space needs:

Sanctuary  Old Chapel  Kitchenette  Fellowship Hall  Kitchen  SS Classroom(s)

Number of persons attending \_\_\_\_\_

Will attendees be assessed fees?  Amount: \$\_\_\_\_\_

Equipment needs: \_\_\_\_\_

\_\_\_\_\_

***Requesting party is responsible for set-up, take-down and clean-up each time.***

❖ Request will be processed by PMC Staff and Church Leadership Table (if needed), followed with notification to requestee. Rental fee and payment schedule to be determined based on above information, if approved, Facility Use Agreement will be sent for signing.

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### Fees, Deposits and Cancellations

In order to sustain the on-going use of PMC facilities for congregational ministries and community events, fees and deposits will be collected to cover costs.

#### *Basic Fees (subject to adjustment based on time usage):*

- Congregational groups: no charge
- Members or attenders of PMC: donation \*
- Groups supported by or affiliated with PMC: donation \*
- Other organizations (per event):
  - ✧ Sanctuary - \$200
  - ✧ Old Chapel - \$150
  - ✧ Fellowship Hall - \$150
  - ✧ Kitchen - \$100
- Groups which assess fees for attendance will be charged at the above basic rates or 10% of fees collected, whichever is greater.
- Outside groups using the facilities for less than one hour may have fees waived by the Congregational Administrator

(\* Actual costs to maintain the PMC facility are about \$200 per day, or about \$50 for each two hour period)

#### *Deposits:*

- Cleaning deposit of \$100 (refundable)
- Key deposit of \$25 (refundable)

All fees and deposits will be paid to the Congregational Administrator at the time the reservation is made. In the case of ticket sales or admission fees, the basic fee will be required at the time of reservation. If after the event extra charges are warranted, payment will be made to the Administrator within 30 days and before any deposits are returned. Donations are also to be made to the Administrator.

#### *Cancellations:*

- Within one to six months of the event, a \$100 charge will be assessed and other fees and deposits returned;
- Less than one month prior to the event, there will be no refund of fees (all deposits will be returned).

### Insurance and Indemnity

Outside groups requesting use are required to have liability insurance with proper coverage for the type of event requested. Prior to the day of the event, Portland Mennonite must receive a certificate of liability *with* the group's insurance carrier naming Portland Mennonite Church as an additional insured with the dates and specific use they are requesting.

Outside groups requesting usage will also sign and return a Release and Indemnity Agreement.