

Portland Mennonite Church Facility Usage Policy

I. Overview

Portland Mennonite Church (PMC) is committed to “seeking the peace of the city” (Jeremiah 29.7). The congregation is glad, when possible, to make the meetinghouse available to the community. Because the facilities are frequently used, availability will be guided by the following considerations:

- ✧ scheduling for congregational activities and groups will take precedence, followed by usage by PMC participants and groups supported by or affiliated with the congregation (these include Sunnyside Mennonite Montessori School, Ministerios Restauracion, Pacific Northwest Mennonite Conference, and Southeast Uplift);
- ✧ use for other religious purposes shall be limited to those activities consistent with our Christian beliefs and commitments;
- ✧ reservations for civic and community purposes shall be limited to activities that benefit the community according to our Mennonite concept of social needs;

II. Decision-Making

All usage of the facility is to be scheduled through the Congregational Administrator. Groups requesting usage will complete a Facility Use Request form. PMC staff will initially review the request, based on availability and appropriateness of usage. Requests will be forwarded to the Church Council for further review if groups are requesting on-going usage, or if the use will significantly impact the facility, or if it is unclear whether the applicant or proposed usage aligns with the theology and mission of the church.

Once a request has been approved, a Facility Use Agreement form will be completed (members and attenders excepted). Final approval will be at the discretion of the staff.

Reservations may be made up to nine months in advance. Reservations are confirmed only upon receipt of all applicable fees and deposits.

Approval of the use of PMC facilities does not constitute or imply endorsement of a group, their mission or their positions. Groups approved to use PMC facilities must not advertise in such a way as to imply sponsorship by the congregation. No activities or advocacy may take place within PMC, its buildings or grounds that conflicts with the principles and practices of the congregation or of Mennonite Church USA.

Tobacco, alcohol or drugs are not permitted on the premises. During weddings, no rice or bird seed shall be thrown in or around the facility.

Non-PMC groups wishing to use the facility may be required to have in attendance a PMC member who will be responsible for opening and closing the building. Decisions as to which groups will need to meet this requirement will be left to the discretion of the PMC staff.

III. 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.

Groups requesting usage will also sign Facility Use Agreement and Release and Indemnity Agreement.

VI. 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. Appropriate fees and deposits will be quoted by the Congregational Administrator when a Building Use Request form is submitted.

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.

Deposits:

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

Cancellations:

- More than six months prior to event, full refund
- Within one to six months of the event, a cancellation charge of one-half of the fees will be assessed;
- Less than one month prior to the event, there will be no refund of fees (all deposits will be returned).

Appendix

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

- Weddings (non-members/non-attenders of PMC)
 - Sanctuary - \$500 (including 1.5 hour rehearsal, custodial and PA service)
 - Fellowship Hall - \$300 (including use of kitchen)
- 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)

Approved by Church Council 2010