

**BERLIN MENNONITE CHURCH**  
**4718 US 62, P.O. BOX 217**  
**BERLIN, OHIO 44610**  
(330) 893-2320

AGREEMENT FOR  
WEDDINGS, REUNIONS & NON-CONGREGATIONAL FUNCTIONS

Since these facilities were established for the propagation and teaching of God's Word in order that souls might be saved, that glory might be brought to Jesus Christ, it is hoped that those who use these facilities will do so with this consideration. The facility will not be made available for political events and for events that do not reflect the churches values and the Mennonite Confession of Faith.

1. All facilities are used only by advance reservation arrangements. The total donation amount must be paid in advance to ensure holding the date you are requesting.
2. Berlin Mennonite Church activities will always have priority in reservations. Other reservations will be made on a "first come first served" basis.
3. Reservations are to be made with the Church Secretary, stating time and type of activity.
4. No reservations will be made more than one year in advance. No group will be permitted to monopolize a given date year after year if other groups are asking for it.
5. Because of uncertainties, such as funerals, reservations cannot be guaranteed, although every effort will be made to do so.
6. It is expected that the purpose and activities planned for the requested reservation shall be clearly explained when the request is made. Berlin Mennonite Church reserves the right to deny any application.
7. It is understood that smoking, consumption of alcoholic beverages and use of illegal drugs is not permitted in any of the Church facilities, or on the grounds.
8. The facility is to be left in the condition it was found. Otherwise, the refund of a security deposit will be forfeited.
9. Groups using the kitchen or fellowship hall are responsible to:
  - A. Put all trash and waste in bags and place in dumpster
  - B. Insure that food and drinks are not taken from the fellowship hall/kitchen area
  - C. Return any chairs and tables to the classrooms from which they were removed
  - D. Confine reception, reunion, or banquet to the fellowship hall/kitchen area
10. Adult supervision is required if the nursery is used. Children are to be supervised at all times.
11. Helium filled balloons are not allowed in the sanctuary. (They become entangled in the ceiling fans.)
12. Tape is not to be used on any wall or pew. We recommend products such as "Plasti Tac", etc.
13. No rice is to be used, birdseed only.
14. Due to difficulty in removing stains, red Kool-Aid and red punch are prohibited.
15. Only freestanding fountains may be used and drip-less candles only. The use of all other candles is prohibited and will forfeit the return of a security deposit.
16. Berlin Mennonite Church shall not be responsible for injuries, on the grounds or in the building. The party using the facilities will agree to assume that responsibility.
17. No glitter, please! Use of glitter will forfeit the return of a security deposit.
18. Power Point is available in the auditorium only upon request and MUST be arranged and paid for in advance.
19. Special sound arrangements can be made for the fellowship hall, but MUST be done so in advance.
20. Video services are NOT provided.
21. Pictures, banners, or any other visuals throughout the entire church are NOT to be removed. Violation will forfeit a security deposit.
22. Berlin Mennonite Church facilities are available for non-profit use only.

GUIDELINES FOR USE OF THE FACILITIES

No round tables or padded chairs are to leave the church building.

When facilities are used, only authorized sound technicians will operate the sound system. They will be paid \$100 for their services.

Power Point technicians will be paid \$75 for their services. Technicians shall serve up to a total of 6 hours including rehearsal & wedding day. Any time exceeding 6 hours will be subject to an additional fee.

The custodian will be paid \$175 for each time the facilities are used. He/she will be responsible to lock and unlock the doors and supervise cleanup, making sure that the auditorium is ready for use Sunday morning. The \$175 cleaning fee can be waived for church members who wish to conduct ALL cleaning on their own.

The security deposit shall be collected at the time of reservation and refunded upon completion of the cleanup check list which shall be signed and returned to the church secretary. Berlin Mennonite reserves the right to deny a refund in the case of property damage or insufficient cleaning procedures.

## INFORMATION

Put in Mailboxes

Jill:  \_\_\_\_\_

Linda:  \_\_\_\_\_

PowerPoint:  \_\_\_\_\_

Person to unlock/lock \_\_\_\_\_

Agreement with: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Address: \_\_\_\_\_

**NON-WEDDING EVENT:**

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

Baby Shower

Family Reunion

Graduation

Meeting

Party

Other \_\_\_\_\_

**Wedding Dates/Times Needed**

Officiating Pastor: \_\_\_\_\_

Rehearsal: \_\_\_\_\_ Time \_\_\_\_\_

Wedding: \_\_\_\_\_ Time \_\_\_\_\_

Reception: \_\_\_\_\_ Time \_\_\_\_\_

Other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### FACILITY FEES

	<u>For Members</u>	<u>For Non-Members</u>	
___ Sanctuary	\$0.00	\$600.00	\$ _____
___ Sound	\$100.00	included	\$ _____
___ Cleaning	\$175.00	included	\$ _____
___ Power Point technician (Auditorium Only)	\$ 75.00	\$75.00	\$ _____
___ Fellowship Hall/Kitchen	\$0.00	\$450.00	\$ _____
___ Security Deposit	\$50.00	\$150.00	\$ _____

TOTAL \$ \_\_\_\_\_

*\*Security deposits will be refunded upon rental completion and return of the cleanup checklist. Berlin Mennonite reserves the right to withhold refunds in such cases as damage to church property, or insufficient cleaning procedures.*

*\*Member includes regular attendee*

Berlin Mennonite Church will provide the facilities for weddings from 8am the day prior to the event until the evening of the event. Berlin Mennonite Church will provide personnel necessary for basic lighting and sound. Berlin Mennonite will provide a person to open and close, to be available to answer any questions, and to be available in case of emergency during the use of the facility. Berlin Mennonite Church will not be responsible for any electrical problems that may affect the lighting, sound or power point.

All items, i.e., floral arrangements, candelabra, etc. must be removed the day of the event. Berlin Mennonite Church assumes no responsibility for any items lost or left behind.

The Contact person is the secretary. The total fee is due in advance to ensure the date you are requesting is held. Members of Berlin Mennonite take priority in the case of conflicting dates. A maximum of two large events, such as weddings, will be scheduled in a given month. The church reserves the right to deny rental during the season of Advent. Exceptions will be made for Berlin Mennonite members with the understanding that Advent visuals/decorations are not to be removed.

The facility is to be left in the condition it was found. To insure this, a security deposit is required when the reservation is made. If the facilities are not returned to their original condition, the security deposit shall be forfeited. Otherwise, it will be refunded upon receipt of the clean-up check list and within 30 days.

I/We have read and agree to the information contained in this Agreement.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Berlin Mennonite Church  
Fellowship Hall/Kitchen Clean-up Checklist

Booking party \_\_\_\_\_ Date of reservation \_\_\_\_\_

- \_\_\_ Sweep floor in Fellowship Hall
- \_\_\_ Clean all tables
- \_\_\_ Arrange tables and chairs in the manner in which you found them
- \_\_\_ Wash and put away any dishes used
- \_\_\_ Clean Kitchen and mop floor
- \_\_\_ Place soiled towels on the kitchen counter in a pile
- \_\_\_ Check and clean restrooms
- \_\_\_ Check and clean nursery or any other rooms used
- \_\_\_ Check and clean foyer
- \_\_\_ Empty trash into dumpster in the back of the church
- \_\_\_ Make sure all lights are turned off and doors locked

- Sunday School rooms are not to be used. Nursery may be used with adult supervision only.

- Please check off each task as completed, sign, date, and return this form to the church mailbox of Connie Weaver, or return to the church office.

- Upon completion & return of this checklist, if all guidelines have been followed, the booking party will receive a full refund of deposit within 30 days.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Berlin Mennonite Church  
Fellowship Hall/Kitchen Clean-up Checklist  
*(For Non-Members/Non-Wedding)*

Booking party \_\_\_\_\_ Date of reservation \_\_\_\_\_

- \_\_\_ Clean all tables
- \_\_\_ Arrange tables and chairs in the manner in which you found them
- \_\_\_ Wash and put away any dishes used
- \_\_\_ Clean up Kitchen (if used)
- \_\_\_ Place soiled towels on the kitchen counter in a pile
- \_\_\_ Check and clean up toys in nursery (if used)
- \_\_\_ Empty trash into dumpster in the back of the church

- Sunday School rooms are not to be used. Nursery may be used with adult supervision only.

- Please check off each task as completed, sign, date, and return this form to the church mailbox of Connie Weaver, or return to the church office.

- Upon completion & return of this checklist, if all guidelines have been followed, the booking party will receive a full refund of deposit within 30 days.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

**CLEANING WAIVER**  
(Members Only Weddings or Large Events)

Booking party \_\_\_\_\_ Date of reservation \_\_\_\_\_

*I choose to conduct ALL cleaning of the facility following use and understand in doing so the custodial fee of \$175 will be waived. I also understand agreement to do so includes proper completion of the following check list:*

- \_\_\_ *Removal of all items/decorations brought in.*
- \_\_\_ *Clean all tables*
- \_\_\_ *Arrange tables and chairs in the manner in which they were found*
- \_\_\_ *Wash and put away any dishes used*
- \_\_\_ *Clean Kitchen and mop floor*
- \_\_\_ *Place soiled towels on the kitchen counter in a pile*
- \_\_\_ *Check and clean restrooms*
- \_\_\_ *Check and clean nursery or any other rooms used*
- \_\_\_ *Check and clean foyer*
- \_\_\_ *Sweep floors in Sanctuary, Fellowship Hall, Nursery, Foyer, Hallways, Restrooms and any other rooms used*
- \_\_\_ *Empty trash into dumpster*
- \_\_\_ *Make sure all lights are turned off and doors locked*

*I agree to consult the custodian with any questions regarding clean up procedures. I understand that if clean up procedures are insufficient, I will forfeit my security deposit.*

*I will check off each task completed on the separate clean-up check list. After doing so I agree to sign, date, and return it to the church mailbox of Connie Weaver, or return to the church office. I understand that upon completion & return of this checklist, if all guidelines have been followed, I will receive a full refund of the security deposit within 30 days.*

Signed \_\_\_\_\_ Dated \_\_\_\_\_

**CLEAN UP CHECK LIST FOR WAIVED CUSTODIAL FEES**  
(Members Only Weddings or Large Events)

Booking party \_\_\_\_\_ Date of reservation \_\_\_\_\_

- \_\_\_ Removal of all items/decorations brought in.
- \_\_\_ Clean all tables
- \_\_\_ Arrange tables and chairs in the manner in which they were found
- \_\_\_ Wash and put away any dishes used
- \_\_\_ Clean Kitchen and mop floor
- \_\_\_ Place soiled towels on the kitchen counter in a pile
- \_\_\_ Check and clean restrooms
- \_\_\_ Check and clean nursery or any other rooms used
- \_\_\_ Check and clean foyer
- \_\_\_ Sweep floors in Sanctuary, Fellowship Hall, Nursery, Foyer, Hallways, Restrooms and any other rooms used
- \_\_\_ Empty trash into dumpster
- \_\_\_ Make sure all lights are turned off and doors locked

- Please check off each task as completed, sign, date, and return this form to the church mailbox of Connie Weaver, or return to the church office.

- Upon completion & return of this checklist, if all guidelines have been followed, the booking party will receive a full refund of deposit within 30 days.

Signed \_\_\_\_\_ Dated \_\_\_\_\_