

**Sharon Mennonite Church (SMC) Facilities Reservation Form & Policy**

7675 Amity Pike, Plain City, Ohio 43064, 614-873-8290

sharonmenno@gmail.com

Organization Name (If Applicable): \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Alternate #: \_\_\_\_\_

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

Secondary Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate #: \_\_\_\_\_

Type of event/intended use: \_\_\_\_\_

Room(s) Requested \_\_\_\_\_  
(If unsure, please consult with staff)

Date & Time (Start/End) Requests

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I acknowledge that this is only a request and not a confirmed reservation. Confirmation will be given via E-mail or phone call and will include the total of the rental fees. Any change(s) made to existing reservations must be in written form.*

I have signed the attached insurance liability waiver. **Initials** \_\_\_\_\_

**Facilities Reservations**

Fees – A fee will be charged to cover the cost of utilities plus wear and tear on the SMC facilities. Fees *do not include* custodial services, which can be arranged for an additional charge, otherwise the group is responsible for cleanup after the event (except when entire church is used).

Waiver of Fees – Fees may be waived at the discretion of the Church Council. Any other exceptions will be determined on an as-needed basis by the Church Council.

- SMC Council supported and SMC sponsored organizations may use the facility for fund raising. However, no private individual or group may use SMC facilities for the sole purpose of generating a profit for themselves.
- SMC Council must approve all requests for the use of the facilities involving activities that include religious rites or ceremonies.

----- [Office Use Only] -----

Staff Receiving: \_\_\_\_\_

Rental Confirmation Date: \_\_\_\_\_ Total Fees Due: \_\_\_\_\_

## **Facility Policy**

1. Each group renting the facilities shall leave it clean.
2. Return all furniture (tables, chairs, etc.) to its proper location. Tables must be washed and chairs free of food.
3. Any property damage is the responsibility of the group renting the building. When renting the fellowship hall and using the kitchen, all utensils must be washed and put away; stove and counter tops washed and the floors swept.
4. Use of the facilities must be arranged and scheduled through the church office.
5. Exceptions and interpretation will be decided by the Trustee chairperson with additional counsel from the Trustee committee and Church Council, if necessary.
6. Rental of the sanctuary includes one sound person and one facility coordinator, provided by Sharon. Fellowship hall rental includes one facility coordinator, and possibly one sound person, upon request.
7. Sound systems in the sanctuary and fellowship hall are not to be tampered with by persons renting the facility, except under strict supervision of our designated sound person.
8. Sanctuary, classrooms, mezzanine, kitchen and nurseries may be locked, if they are not part of the rental agreement.
9. Adult renters are to see that children do not jump off the stage, as it may lead to serious injury. Children should be supervised at all times.
10. No baseballs or softballs are to be thrown in the fellowship hall.
11. Alcohol and tobacco products are prohibited on the property.
12. Fireworks and firearms are prohibited on the property.
13. Payment is due prior to/at the time of facility use. Rental amount is agreed upon at time of reservation confirmation. In the event of a cancellation prior to 24 hours of the rental time, a refund will be given at the discretion of the church office, Trustee chairperson, or the Church Council.
14. Sharon Mennonite Church does not accept responsibility for any injuries sustained on the property, while the facility is being rented. The person(s) arranging for the rental of the facility are expected to provide appropriate supervision of children and others.

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I/we have read and agreed to the General Rules as stated above.

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

Print Name: \_\_\_\_\_

## **RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

In consideration of participating in activities, and for other good and valuable consideration, I hereby agree to release and discharge from liability arising from negligence Sharon Mennonite Church and its owners, directors, officers, employees, agents, volunteers, participants, insurers, and all other persons or entities acting for them (hereinafter collectively referred to as "Releasees"), on behalf of myself and my children, parents, heirs, assigns, personal representative and estate, and also agree as follows:

1. I acknowledge that there are known and unanticipated risks which could result in physical or emotional injury, paralysis or permanent disability, death and property damage. Risks include, but are not limited to, sports related injuries; medical conditions resulting from physical activity; and damaged clothing or other property. I understand such risks simply cannot be eliminated, despite the use of safety equipment, without jeopardizing the essential qualities of the activity.
2. I expressly accept and assume all of the risks inherent in this activity or that might have been caused by the negligence of the Releasees. My participation in this activity is purely voluntary and I elect to participate despite the risks. In addition, if at any time I believe the event conditions are unsafe or that I am unable to participate due to physical or medical conditions, then I will immediately discontinue participation.
3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless Releasees from any and all claims, demands, or causes of action which are in any way connected with my participation in this activity, or my use of the equipment or facilities. This release does not apply to claims arising from intentional conduct. Should Releasees or anyone acting on their behalf be required to incur attorney's fees and costs to enforce this agreement, I agree to indemnify and hold them harmless for all such fees and costs.
4. I represent that I have adequate insurance to cover any injury or damage I may suffer or cause while participating in this activity, or else I agree to bear the costs of such injury or damage myself. I further represent that I have no medical or physical condition which could interfere with my safety in this activity, or else I am willing to assume - and bear the costs of - all risks that may be created, directly or indirectly, by any such condition.
5. In the event that I file a lawsuit, I agree to do so solely in the state where Releasees' facility is located, and I further agree that the substantive law of that state shall apply.
6. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

By signing this document, I agree that if I am hurt or my property is damaged during my participation in this activity, that I have waived my right to maintain a lawsuit against the Releasees.

I have had sufficient time to read this entire document and, should I choose to do so, consult with legal counsel prior to signing. Also, I understand that this activity might not be made available to me or that the cost to engage in this activity would be significantly greater if I were to choose not to sign this release, and I agree that the opportunity to participate at the stated cost in return for the execution of this release is a reasonable bargain. I have read and understood this document and agree to be bound by its terms.

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

Print Name: \_\_\_\_\_