

PEACE MENNONITE CHURCH  
MEETING HOUSE USE POLICY  
615 Lincoln Street  
Mailing address: PO Box 451  
Lawrence, KS 66044  
785.841.8614

#### CHURCH VISION THAT GUIDES THE USE OF OUR MEETING HOUSE

In the spirit of good will and being good neighbors, Peace Mennonite Church (PMC) welcomes church members, regular attendees, neighbors, and community groups to use our meeting house in ways that honor God and that fit with who we are and what we believe, as described in our Mission Statement and Welcome Statement.

#### Mission Statement:

Peace Mennonite Church is a Christ-centered community that seeks to create peace, work for justice, care for creation, serve others, and nurture thoughtful faith.

#### Welcome Statement:

We welcome into the full life of Peace Mennonite Church all who seek to follow Jesus' way of peacemaking and compassion. We rejoice in the diverse characteristics each person brings to our community, and we embrace differences in race, gender, sexual orientation, physical ability, mental ability, economic status, marital status, and age.

### GENERAL POLICIES

- 1) PMC meeting house and grounds are drug-free. Smoking and other forms of tobacco use are strictly prohibited in the meeting house and within 20 feet of the building. Cigarette butts must be disposed of properly.
- 2) PMC committees' and groups' use has priority over all other individuals or groups. However, after a reservation has been confirmed, PMC will plan its activities around that commitment.
- 3) PMC members and regular attendees (members), along with PMC affiliated groups, may use the meeting house for personal use at no charge, but must still submit an application to reserve the meeting house and sign the Meeting House Use Agreement. Special approval for use of AV equipment is required for all users.
- 4) The meeting house is available for use by outside individuals or groups after approval of application. A PMC member or other approved host must be present for outside groups.
- 5) The individual who signed the Meeting House Use Agreement must be present during the entirety of the event.
- 6) The individual or group using the meeting house is responsible for leaving the building in the condition it was in before their use, including return of chairs, piano, tables, pulpit, and kitchen items to their original position.
- 7) The serving of alcoholic beverages must be approved in advance by the Coordinating Committee.

- 8) No food, beverages or other liquids are allowed on or around the piano.
- 9) PMC's audio-visual equipment cannot be used unless prior arrangements have been made with the PMC Coordinating Committee.
- 10) The use of tape, nails, pins, tacks, push pins or any other items that will leave permanent damage to walls is prohibited.
- 11) Activities likely to damage the meeting house or grounds are not allowed.
- 12) The individual or group using the facility is responsible for all damages or missing property, and can be assessed an additional fee over the deposit amount if warranted.
- 13) The individual or group using the facility is responsible for cleaning after use. Part or all of the deposit will be kept if extra cleaning is needed and an additional fee can be assessed over the amount of the deposit.
- 14) Any building issues that require immediate attention should be reported to the building manager, Anne Bailey, at 785-766-2762. Non-emergency maintenance needs should be reported immediately to the office by emailing [peacemennonite@gmail.com](mailto:peacemennonite@gmail.com).
- 15) Items located in the kitchen cabinet and fridge marked "N.L.N.A." are not for general use.
- 16) Requests for exceptions to this use policy must be submitted to the Coordinating Committee at least two weeks before the event.

## **PROCESS FOR RESERVING THE MEETING HOUSE**

- 1) Individuals or groups wanting to use the facility must complete a "Meeting House Use Application" and submit it to the office administrator ([PeaceMennonite@gmail.com](mailto:PeaceMennonite@gmail.com)). Application forms are available at [PeaceMennonite.org/meetinghouse-use-application/](http://PeaceMennonite.org/meetinghouse-use-application/), or in a folder in the mailboxes in the front lobby.
- 2) Church staff are authorized to vet applications for reasonable one-time use. Staff may refer applications to the Coordinating Committee at their discretion. The Coordinating Committee will consider applications for recurring use and negotiate terms with those requesting such use. Any applications that include requests for policy exceptions must go to the Coordinating Committee.
- 3) After the application has been approved, all individuals or groups will be required to sign a "Meeting House Use Agreement." This agreement must be signed by an adult, at least 21 years old.
- 4) Groups holding an event that involves one or more of the following are required to provide a \$100 deposit prior to using the facility: use of the kitchen, serving alcohol, an event lasting over four hours, use of the sound system, an event involving more than fifteen people
- 5) The individual or group may be asked to provide PMC with proof of adequate General Liability insurance covering their use of the facility.

6) The kitchen fee will be assessed if food or a meal is prepared, or if the oven, stovetop or the dishwasher is used. If serving snack-type foods and beverages, the kitchen fee will not be assessed.

7) A person designated by the PMC Coordinating Committee will inspect the premises after usage and will confirm that the meeting house has been cleaned and returned to its original configuration. For groups who have paid a deposit, the Coordinating Committee will authorize the return of the deposit, either in whole or with some held back based on the inspection report. PMC has up to two weeks after receiving the inspection report to return the deposit or inform the individual or group of the reasons for not returning the deposit.

8) Please notify the office administrator as soon as possible if you need to cancel your reservation. (PeaceMennonite@gmail.com)

The following fees will be assessed for use of the facility for up to a four-hour period:

**FEES FOR RECURRING USE** will be negotiated on an individual basis.

**FEES FOR ONE-TIME USE:**

- SANCTUARY \$50.00
- CLASSROOMS \$20.00/each
- KITCHEN \$25.00
- ENTIRE FACILITY (excluding AV and offices) \$100.00
- Additional fee for use of audio visual equipment: \$25

facility use policy ~ Approved November 11, 2018