

PORTLAND MENNONITE CHURCH

1312 SE 35th Avenue ♦ Portland, Oregon 97214 ♦ 503.234.0559 ♦ www.portlandmennonite.org

Facility Use Agreement Form

- Function: _____
- Contact Person: _____ Phone: _____

OUR MISSION

By the grace of God, Portland Mennonite Church is striving to be an Anabaptist community that is shaped by the life of Christ, acts with the compassion of Christ, worships in the name of Christ.

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.

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.

I Facility Use:

Representatives of the scheduled activity are expected to set up and take down the tables and chairs for their functions. Please leave the facility clean and in the condition you found it. The church does not provide daily custodial services. The building is cleaned once a week for Sunday services by janitorial service.

Groups are encouraged to limit their facility usage to those areas they have reserved. This will help with other scheduling which may have been done for different parts of the facility.

Policy for use of kitchen and Equipment attached not necessary

Tobacco, liquor, or drugs are not permitted on the premises.

The exterior doors are generally locked. If necessary, make arrangements with the church office for use of the key. For purposes of security, be aware of who is in the building. You may wish to relock the doors once members of your group have arrived.

II Use of Equipment:

Equipment, including tables and chairs, should not be removed from the facility without notification of the Congregational Administrator.

Use of AV equipment should be arranged with Congregational Administrator.

A reminder: **All groups must leave the building clean and arranged as it was found.**

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III Charges:

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

All fees and deposits are paid to the Congregational Administrator at the time the reservation is made. In the case of ticket sales or admission fees, the basic charge is 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.

Do You Have Liability Insurance? Yes No

Liability Insurance Company Name _____

Policy Number _____ Effective Date: _____

Fees \$\$ _____

Deposits \$\$ _____

Total charge \$\$ _____

Received _____ Date _____

Reservation is not confirmed until Agreement is signed, proof of insurance has been provided, and fees have been paid.

I(we) have read and understood the above policy of facility use, agree with the charges and agree to follow all procedures outlined in this Agreement.

Applicant signature: _____ Date _____

PMC Representative signature: _____ Date _____

Copy to user

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Release and Indemnity

The release and Indemnity Agreement is between the above-named organization and Portland Mennonite Church.

PMC is the owner of the real property and improvements located at 1312 SE 35th Ave, Portland, OR.

Organization desires to use the property described above for meeting and other activities.

Agreement

Now therefore, in consideration of PMC permitting Organization to use the Properties and Improvements described above, Organization agrees as follows:

Organization shall indemnify and defend PMC from, and reimburse PMC for, any cost, claim, loss, or liability suffered directly or indirectly or from a third-party claim arising out of or related to any activity of Organization on the Property or any condition of the Property in the possession or under the control of Organization. PMC shall have no liability to Organization for any injury, loss, or damage caused by third parties, or by any condition of the Property. For purposes of this provision, "PMC" shall include PMC, its administrators, Elders, Council members, officers, members, volunteers, and employees.

Organization represents that it carries standard general liability insurance coverage with a minimum of \$1,000,000 per occurrence. Upon request, Organization will provide PMC with proof of liability insurance and if requested will add PMC as an additional insured under Organization's general liability policy.

Acceptance of Responsibility

I agree to be responsible for the conduct of those coming to participating in the activity for which this application is being made, and for any damage beyond normal wear and tear, which may occur as a result of this activity. I will remove all signs posted by my group after the meeting has ended. I/we further agree that the church property will be used in accordance with the rules of building use and I hereby consent to the Release and Indemnity Agreement.

Name: _____

Date _____