

Maranatha Building Rental Policy

-Contact event facilitator Joyce Yoder at 727-5316 to reserve building areas needed. A deposit of \$100 is required to hold your date.

-Final payment due within 1 week after day of event. Facilitator will meet with renter at the close of their event to determine actual facilities and personnel hours used.

Personnel you will need:

Event Facilitator (EF)-The EF will unlock/lock building as needed. She will be present to answer questions & assist with set up before and help during the event. Payment fee of \$10/hour for her time will begin each day renters arrive until they leave. The EF will check over the areas with the Renter before they leave to confirm areas used are back to original.

Custodian-The Renters are asked to straighten up areas used, and put everything including tables and chairs back to original positions. Renters who restore areas back to original will be assessed a lower custodial fee. (Note-a cleanup guideline sheet is provided at the back of handout) Custodian fee of \$15/person/hour will cover whatever cleanup is necessary after use that renters don't restore back. Custodians will clean restrooms and other areas as needed (fee will be charged) unless renters choose to clean those areas.

Audio Tech-(if audio is needed) The sound system is to be operated by trained in house personnel. Contact the audio tech at least 2 months in advance if you need his services. Please do not attempt to operate the system yourself. You are requested not to move the mikes and other equipment-they will be arranged by the tech per your needs. Audio set up fee is \$30, video projection set up fee is \$30, with an additional charge of \$10/hour for technician services for running the system. All portable equipment is to stay in the church building. If requested, a DVD of ceremonies in the sanctuary is provided for \$20.

Additional Information

-Please check with facilitator before moving furnishings and decor. You are requested not to move tables and chairs from the basement to the main floor and from main floor down due to possible damages to walls and tables. Please leave the silk arrangements in place, esp. in the entrance. If using sanctuary- Any audio or music items will be moved by the audio dept. You may move the other furnishings as necessary on the stage-but please take care when moving silk arrangements as they are somewhat fragile. They may be stored in the conference room if not needed.

-All renting parties are responsible for any damages or broken items.

-If renting our tablecloths-you are asked not to place candles directly on the cloth-they need to be in/on some type of holder to catch any dripping wax. If no tablecloths are used, the table tops still need protection from melting candles.

-No smoking or alcohol permitted on the church grounds.

Please detach and return to reserve your date(s)

Renter _____ **Phone number** _____

Address _____

Date(s) facility is needed _____

Areas needed _____

Please include your \$100 deposit check written to Maranatha Menn. Church and mail to Joyce Yoder, 6 West Ave E, So. Hutchinson, KS 67505.

After Event Cleanup Guidelines

Required-Renters are asked to straighten up areas used, and put everything including tables and chairs back to original positions.

Optional-Renters who vacuum, dry mop/wet mop areas needed, empty trash to dumpster, and do whatever is needed to restore areas back to original will be assessed a lower or no custodial fee. The renters may choose whether to clean restrooms-if they aren't cleaned, there will be a fee charged. Custodian fee of \$15/person/hour will cover whatever cleanup is necessary after use that renters don't restore back. (Minimum charge of \$30 assessed)

Guidelines for cleaning each area:

Entrance:

- Trash picked up
- Vacuum carpet, dry mop tile-wet mop spills, spots where needed.

Foyer, Nurseries

- Trash picked up, trash cans emptied in dumpster
- Vacuum carpet where needed

Sanctuary:

- Restore the stage to original arrangement
- Be sure song books are in racks and trash picked up
- Vacuum carpet where needed

Gym:

- Trash picked up, trash cans emptied in dumpster
- Use large dry mop to sweep total gym, wet mop any areas with spills

Restrooms-Foyer:

- Empty trash in dumpster
- Clean sinks and toilets where needed
- Sweep floors/wet mop where needed

Gym:

- Empty trash in dumpster
- Clean sinks and toilets where needed
- Sweep floors/wet mop where needed

Kitchen:

- Pick up all trash, empty in dumpster
- Everything used put away, counter tops and sinks wiped clean
- Sweep and wet mop floor

Facts you might need to know:

Sanctuary-13 pews per side hold approximately 8 people, possibly 10 with children per pew- total of 26 pews=208-234 people
Adding chairs in back of pews can gain appr. 100-150 depending on how they are set up. Can seat total of 300-350 comfortably with adding chairs

The gym measures 78' 3" x 56' 7"

White Lifetime Round tables-40

White Lifetime Folding chairs-330

8' tables-11 brown 5 white (6'-1 white table)

Brown folding chairs-75

Kitchen

Oven space-2 double ovens and 2 stoves (total of 6 regular sizes ovens)

Roasters-5

Large double refrigerator, plus regular kitchen size one

Smaller size upright freezer

2 microwaves

Drink coolers-2-10 gal. 3-5 gal. 2-3 gal.

Coffee makers 1-100 cup 1-30 cup

Glass drink pitchers-6 Coffee decanters-7

Smaller size blue serving trays-120