

USE OF MISSION COLUMBUS CENTRAL

PROCEDURE:

Mission Columbus Central is available to associational organizations and churches, in addition to other denominational agencies as well as approved community organizations and individuals. We do request that there be **no charge** for any event held at Mission Columbus Central. A deposit per day of \$150.00 will be held until the completion of the event. It will then be returned to the agency or individual after the check list is approved minus \$25.00 per day which will be used to cover security expenses. (If placing deposit via check please make out two checks. One in the amount of \$125.00 and the other in the amount of \$25.00.) **Your event will be placed on the calendar upon receipt of this deposit.**

The Associational Ministry Assistant (AMA) is responsible for handling the calendar for scheduling and use of the building.

1. Requests for use of the building should be made through the AMA at least 30 days in advance of the event.
2. If this event is a conference/teaching event/church service we request that you please submit:
 - a. The name(s) of the speaker(s)
 - b. The topic to be discussed/taught.
3. Use of the audio visual equipment must be arranged for **IN ADVANCE** when reserving the room. The person responsible for running the A/V equipment during the event **must** come to MCC for training on the equipment prior to the event during office hours.
4. The person making the request to reserve a room will be advised:
 - a. Groups are responsible for bringing with them supplies that will be needed (drinks, all paper products etc.) **WE DO NOT SUPPLY COFFEE, SUGAR, CREAMER, ETC.**
 - b. Kitchen dishes, utensils and equipment used will be cleaned and put back in order (silver and dishes should be dried and counted).
 - c. **No leftover food is to be left in the kitchen.** Non-perishable food and other items that are left will be associational property.
 - d. The group using the facility must dispose of garbage and disposable items. Bag all trash and **place it in the dumpster** for garbage pick-up.
 - e. The Associational staff is **NOT RESPONSIBLE** for items (food, drinks, dishes, etc.) that are left in the building.
 - f. Groups using the facility are responsible for arranging and returning it to its former condition, including vacuuming and cleaning.
 - g. Please schedule enough time for set up and any decorating of the facility prior to the event.
 - h. If the meeting is scheduled for a time when the Associational office is not open, the person responsible for reserving the use of the building will need to schedule the time for opening and closing the building with the AMA so that she may arrange the time with security. If there is a time between decorating and the event, the person reserving the use will need to arrange for someone to be on the premises at all times until the completion of the event.
 - i. If a group is using the building for multiple days and the building is not left in satisfactory condition after the first day the Association has the authority to notify the group that they are not to use the building for the days remaining.
 - j. Music, Lyrics and all other activities in this building are to be that which will honor God. In consideration of our neighbors we ask that music is kept at a moderate level.

- k. There will be no use of alcoholic beverages on the property.
- l. The property is to be cleared by all members of the party (including those responsible for cleaning up) no later than 9:00PM. Security will return promptly at 9:00PM to secure the facility.
- m. In consideration of others wishing to use the building, cancellation of your event must be made one week prior to the date of your event or your deposit may be forfeited.
- n. **If these procedures are not followed your deposit may be forfeited.**

These will be reviewed by the staff prior to the approval of the use of the building.

PLEASE READ AND SIGN: _____ DATE: _____