

Mennonite Church of Normal  
**Building Use Guidelines**

The Mennonite Church of Normal was built and is maintained for the congregation's functions and for the use of its members. However, its purpose is also to serve the neighborhood and larger community.

- I. General Guidelines
  - A. The nature of the function should be consistent with the congregation's purposes.
  - B. Groups will be responsible for the control of their members to avoid abuse or damage to the building.
  - C. Smoking is not allowed in the building or on the premises.
  - D. Alcoholic beverages are not allowed in the building or on the premises.
  - E. Helium-filled balloons are not allowed in the building.
  
- II. Lighting and Temperature Controls
  - A. Lighting—The worship and fellowship areas are equipped with indirect fluorescent and mercury vapor lights. Mercury and fluorescent lights are identified on the worship and fellowship area light switches. Use of the mercury vapor lights should be under the supervision of the custodian. A cool-off period of at least ten minutes is required before turning on the mercury lights once they have been turned off. Any lights not in use should be turned off to conserve electricity.
  - B. Heating and Cooling—Temperature control and thermostat adjustments are the responsibility of the custodian or designee. The custodian should be informed well in advance of the meeting time so that the area in use can be brought to a comfortable temperature.
  
- III. Scheduling should be done well in advance of the event. Non-church related events may not be scheduled more than six months in advance. The following information should be available when making the reservation: (See Appendix A.)
  - A. Date and hours of the function
  - B. Purpose of the function
  - C. Number of persons expected
  - D. Name, address and telephone number of responsible person
  - E. Name of person designated to work with the custodian
  
- IV. Scheduling will be handled using the following priority list:
  - A. Congregational functions and organizations. The custodian is responsible for setup and takedown.
  
  - B. Member Requests—Church-related events
    1. It is expected that the person/s responsible will assist the custodian.
    2. A donation to the custodian is encouraged.
  
  - C. Member Requests—Non-church related events
    1. If the function is not church-related, a donation is expected.

2. If a church member will be in attendance at the function and is designated by the custodian as the person responsible for custodial services, this person must be available for instructions from the custodian prior to the function. If the custodian will handle the additional work load alone, a donation to the custodian is expected.

D. Outside Groups

1. A donation to the church is expected.
2. The custodian or a member of the Mennonite Church of Normal designated by the custodian must be present at all times when the outside group is in the building. That person must be present during setup and takedown to supervise and/or make changes in the building.

V. Worship Area

- A. Seating: The worship area has been designed for flexibility in usage and seating. Any function planned with major changes in seating arrangement should be checked with the administrative assistant or custodian. When moving rows of chairs, it is important to separate them to avoid stress on the bookracks.
- B. Platform and furniture arrangements: Any platform or furniture changes need to be returned to the original arrangement by personnel of the group using the facilities under the supervision of the custodian or designee.
- C. Piano: The piano is not to be moved from the worship area. If a piano is needed elsewhere, the piano in the MYF space may be moved.
- D. Organ: While the organ can be used by persons other than the church organist, the organ is a more complex instrument and is not to be used by persons without some organ training and knowledge. Street shoes are not to be worn when playing the organ. Prior approval for use of the organ shall be obtained from the church organist or the church office.
- E. Special equipment: Arrangement for use of A/V equipment should be done through the church office. Please refrain from changing the position of the microphone on the pulpit. It is sufficiently sensitive to pick up sound from a distance of up to three feet.
- F. Food and beverages (with the exception of water) are not allowed in the worship space.

VI. Fellowship/Recreation Area

The fellowship area has been designed for flexibility of arrangement for a variety of functions. The movable wall system allows for accommodation of large or small groups for receptions, dinners, worship overflow, classes, seminars and recreational activities. Walls should be moved only by those persons having been instructed how to do so.

The carpeting allows for playing volleyball and basketball in a group setting. However, before such play begins it is necessary to complete several tasks. (See Appendix B).

VII. Christian Education Rooms

Classrooms are designated for Christian Education, but may also be used for committees, seminars and other small group meetings.

- A. Care should be given not to disturb classroom projects or supplies.
- B. Only special dry erase markers shall be used on the wall-writing surfaces. Other markers will damage the surface.

- C. Scotch tape or masking tape should not be used to affix papers to painted surfaces. Plasti-tack is available upon request.
- D. The movable wall surfaces are postable. Small colored pins are available for posting items.
- E. Outside groups are requested to provide their own consumable supplies.

#### VIII. Library

The library area is designed as an area for reading, study, research, committee meetings or conversation.

- A. The tables and chairs are not to be removed from the library area.
- B. Books, magazines, audio and video tapes are available for use and check out by members and participants of the Mennonite Church of Normal.
- C. Visitors may peruse or study books in the library area, but are requested not to take library materials from the building without special permission from the Library Committee.

#### IX. Kitchen

- A. The kitchen is intended for use by groups and individual members of the church. Guidelines for use of the kitchen are printed and posted in the kitchen. (See Appendix C.)
- B. Coffee and tea may be prepared in the kitchen with instruction on equipment use.
- C. Catered and/or potluck meals may be brought in if there is supervision by a church member of Mennonite Church of Normal. (See Appendix D.)
- D. Groups are to provide their own consumables and paper products (sugar, tea, coffee, napkins, table paper, disposable cups, etc.) unless special arrangements are made.
- E. A donation for the use of facilities will cover minor breakage. Major breakage is to be reimbursed by the group or persons responsible.

#### X. Audio-Visual Equipment

Audio-visual equipment is intended for the use of groups or individuals of the church for church activities within the building. Equipment may not be removed from the church building except as outlined below. Use of this equipment is not intended for personal purposes.

### **Church Audio-Visual Equipment**

Persons wishing to use any audio-visual equipment must check with the church office for availability, and to ensure that the intended use is permitted under these guidelines.

**Class I Equipment** may not be used off church premises except by those individuals appointed by the Financial Stewardship Committee, and such use shall be for *church functions only*. Class I Equipment includes:

1. TV/DVD
2. Data projector

**Class II Equipment** may be used by qualified church members on or off the premises provided such use does not conflict with the church program. Prior approval from the Financial Stewardship Committee, Church Office or Tech Team Leader is required. Class 2 Equipment includes:

1. Portable projector screen

2. 3M Overhead Serial No 575472
3. Portable data projector

When requesting such approval, the applicant will furnish:

1. The type of equipment requested
2. The purpose for which it is to be used
3. The name of the person(s) who will be responsible for its safe return. Any malfunction or damage shall be reported to the church office immediately upon return.
4. The requested date(s) of use.
5. The date of return.

**Note:** Projection bulbs are sensitive to movement when hot, and are expensive to replace. Bulbs must not be handled with bare hands during replacement as this may result in a shortened life span and can cause shattering during usage. Projectors are to be handled with care, by persons trained in their use. The Tech Team Leader may at his/her discretion institute additional concerns or cautions.

## XI. Weddings

The church is available to members, their immediate families, and those “friends of the church” who regularly attend for weddings. A church wedding is a service of worship and consecration. Contact the pastor as early as possible to arrange for appropriate counseling sessions and planning of the wedding service.

### A. Specific Guidelines and Suggestions

1. Flower stands are available.
2. The church has a pair of candelabra and candle-lighting equipment, but candles must be furnished by the couple.
3. No rice, bird seed, confetti or helium balloons shall be used inside the church; bird seed only may be used outside the church.
4. We discourage Saturday evening weddings because of the need to prepare the building for Sunday morning services.

### B. The Reception

If there is to be a reception in the Fellowship area, reception plans should be discussed with the church office to clear arrangements for equipment, food preparation, and serving (see Appendix E). Arrangements should be made for food to be prepared. There is no Kitchen Committee to plan, prepare or serve food. Other considerations for the reception include:

1. What food will be provided and prepared?
2. What food will be served?
3. What beverages will be provided and prepared?
4. What beverages will be served?
5. Who will set up and decorate tables for the guests?
6. Who will set up and decorate the cake and beverage tables?
7. Who will serve the food?
8. What linens will be used and provided?  
(Round white tablecloths are available for the round tables. **If using the tablecloths, they must be laundered and ironed, or dry cleaned, and returned to the church within a week.**)
9. What form of reception line will be used?
10. When will the cake be cut for serving?
11. Who will be on the cleanup committee?

### C. Custodial Services

The church custodian will provide instruction and assistance as appropriate, but needs to know the desired arrangement in advance. It is expected that the responsible person will provide help to the church custodian.

Following the wedding, the family is expected to provide cleanup help to work with the custodian. If worship area seating and/or other items have been rearranged, the family is responsible to return it to its original state under the custodian’s supervision. No fee will be charged for the use of the church. There will be no custodial charge, although the couple is strongly encouraged to give the custodian a donation for work done.

## Appendix B

### Fellowship/ Recreation Area

#### SET UP FOR PLAY

1. Contact the church office to schedule the recreational event for church groups, as there needs to be supervision for all recreational events.
2. Remove all planters from the area to under the mezzanine (away from the open area).
3. Open both sets of oak folding doors to the north to prevent their damage.
4. Remove coat racks from the closet or fellowship area and stores in the east hallways.
5. Place a round table on edge in front of the north air duct to protect the metal grill.
6. Install standards and nets for volleyball.
7. Play under control. The movable walls were not designed to stop fast-moving humans!

#### WHEN PLAY IS FINISHED

1. Return the area to its original condition.
2. Turn off lights.  
NOTE: The fellowship area is equipped with direct and indirect mercury vapor lamps. A cool-off period of at least 10 minutes is required before turning on the mercury lamps again. The mercury lamps are identified on the fellowship area light switches. Use of the mercury vapor lamps should be under the direction of the custodial supervisor. Any lights not in use should be turned off to conserve electricity.
3. Report any damage.

## Appendix C

# Guidelines for Kitchen Use

### A. Use

1. Check with the church office to schedule
2. Learn where utensils, etc. are stored
3. Check ice supply—if used, then replenish.
4. Any linens used should be washed, pressed and returned promptly.
5. Utensils or linens used and removed from the church should be checked out and back in (clipboard by the phone).

### B. Electrical Outlets

1. The electrical outlets are color-coded. When using many outlets, check to see that all appliances are not overloading a particular color.
2. The outlet at the end of the island is easily overloaded. Please use only one of the outlets, i.e. only one appliance.

### C. Dishwashing

1. Scrape dishes—scrapers and garbage bins are provided. Pre-rinse by using one of the double sinks.
2. Fill dishwasher, fill with dishwasher soap, wash and put clean dishes away.
3. Wash remaining dishes that will not fit in dishwasher.
  - a. Rinse dishes using a chlorine solution (1/4 cup to 5 inches of water).
  - b. Replace all dishes, silverware and utensils in their original storage places.

### D. Tables and Chairs

1. After meals, wash all tables with chlorine solution before putting them away—1 tsp per gallon of water.
2. Clean chairs as needed.

### E. Clean Up

1. Remove all leftover food and drink from the kitchen.
2. Do not leave anything in the refrigerator without checking with the Administrative Assistant.
3. Return utensils to their proper places.
4. Clean stove top and oven if used.
5. Leave countertops and sinks clean.
6. Put all refuse in the garbage containers (under the back counter).
7. Leave the floors clean (supplies in Janitor's Closet, east hall near exit door).

# Guidelines for Hosting Congregational Meals

## Tables

1. Set up serving tables (usually kept in the south hallway under the coat rack); generally two for main course foods and one for desserts.
2. Cover serving tables with paper (in box between deep freeze and counter), or with tablecloths (North closet in Rm 4).
3. Place extra napkins, plates and silverware on the serving table for guests.
4. Take down walls and set up round tables and chairs.

## Drinks

1. Plug in the coffee pot (Bunn) 30 minutes before making coffee.
2. Coffee is kept in the refrigerator. Tea is also available.
3. Hot plates are in the cupboard by the dishwasher (south wall).

## Food

1. For noon meals, check for food items that need to be heated during the Sunday school hour.
2. Prepare food to be served, setting it out on the serving tables with serving spoons.
3. Give group instructions and have someone ask the blessing for the meal.
4. Wash dishes and clean up the kitchen. When using the dishwasher do not drain both sinks at the same time. (There will be an overflow of water if this is done.)
5. Wash off round tables with 1 tsp bleach per gallon of water.
6. Take cloths or paper off serving tables.
7. Take used dish towels and tablecloths home to wash. Return them to church by the next week.



## Wedding Reception Checklist

Bride \_\_\_\_\_

Groom \_\_\_\_\_

Date of Wedding \_\_\_\_\_

Time of Ceremony \_\_\_\_\_

Number of guests expected \_\_\_\_\_

Food to be served:

Who is preparing the food?

Who is serving the food?

Table for beverages?  Table for cake?  Tables for guests? How many? .

Table decorations?  Table linens? (The church owns 22 round white tablecloths, which are available for use by members. They must be laundered, ironed and returned within one week of an event.)

Who is setting up and decorating?

What time?

Who will serve the cake? .

Reception line? \_\_\_\_\_ When? \_\_\_\_\_

Who will be responsible for clean up?