

Contract for Building use at Rochester Mennonite Fellowship (RMF)
111 Hillside Ave. Rochester NY

Rochester Mennonite Fellowship contracts with _____

to provide space for use on _____ from _____
(Date) (Time)

for a fee of _____.

Instructions are attached and also posted in the kitchen for safe use of the building, including notes about arrival, setup, cleanup and departure. If kitchen use is requested, there are specific guidelines for safe use of the kitchen facilities and these are also posted in the kitchen.

A church member is available by phone during your event for questions. The name of this person will be communicated to you before your event.

You agree to:

- clean-up and return the facility to the state it was prior to use
- report and pay for repairs if you damage or destroy anything
- respect our neighbors' property and needs
- refrain from consuming alcohol in the building or the property
- refrain from smoking within 50 feet of any entrance
- reheat food only: there is no full meal preparation allowed nor frying foods or anything else that would generate smoke
- use caution for any use of candles
- no overnight lodging in the building
- not have animals in the building with the exception of service dogs
- not have more than 144 persons in the sanctuary
- abide by laws and regulations of the City, County, State and Federal governments
- abide by guidelines for arrival, setup, cleanup and departure

Renter has reviewed the instructions for use and had the opportunity to ask questions. Renter agrees to follow the rules for safe use of the building and will inform RMF of any changes in plans of use.

Rochester Mennonite Fellowship representative

Date

Renter (Coordinator of Event)

Date

Arrival & Setup

- Unlock the **main entrance** (the door facing the driveway) from the outside with the key code you have been given. To keep the door unlocked, use the hex key to hold the crash bar in the open position: press in the bar and turn the key clockwise until the bar stays depressed when released. To lock the door, turn the key counterclockwise until the bar springs fully back to its original position when released. Always keep the other doors locked.
- Turn on the **hall lights** to activate the **bathroom exhaust** fans.
- There are three **thermostats**, located in the sanctuary, the conference room (this also controls the kitchen), and the west classroom (this controls the rest of the building). Press the up and down arrow keys on the thermostats to temporarily adjust the temperature.
- Turn on the **exhaust fan in the sanctuary** (next to the overhead light switches), and set the fan switch on the thermostat to “on,” if necessary. Or open windows.
- Park in the marked spaces in the **parking lot**—not on the lawn, please. You may also park along the **driveway** on the side away from the building. If you park on the **street**, don’t park directly across from a driveway: this is dangerous! Observe the signs for parking on which side of the street on which day at which time. Evenings and weekends, you may park in front of the neighboring elementary school or in its parking lot.
- The **parking lot lights** are controlled by a timer in the cabinet above and to the right of the kitchen sink. Turn the knob clockwise past two, then set an appropriate length of time. To shut the lights off before the set time, turn the knob counter-clockwise back to zero. The outside lights at the main entrance and the back of the building go on when they detect motion.
- **Do not smoke or vape** in the building or near the entrances.
- Use the **kitchen** only to reheat food.

Cleanup & lockup

- **Please leave the building as you found it.**
- Make sure all **kitchen appliances** are turned off.
- Set the **thermostat fans** back to “auto.”
- **Brooms, mops, and cleaning supplies** are in the locked utility closet in the front of the building; the key to that door is hanging from the top right corner of the trim. Cleaning supplies are also stored in the kitchen.
- **Close and lock** all windows and doors.
- **Turn off** all lights, indoors and out, and the sanctuary fan, if on.

Fire

If the fire alarm is triggered, the alarm monitoring service will immediately call the church (the phone is on the wall in the kitchen) for verification. In a fire emergency, get out of the building and ignore the phone! The monitoring service will then call the fire department. But if you are sure it is a false alarm, answer the phone and tell this to the service. You will have to give the code word “peace” to confirm the false alarm. After this, reset the alarm at the control panel next to the main entrance by entering “1234”. Follow the instructions posted next to the control panel. Also, please let us know about the incident.

Contacts

Designated contact:

Alternates

- Walt Nickeson 585-472-9070
- Bob Carter 585-465-4313
- Melissa Carlson 585-442-1364
- Rachel Stuckey 585-217-3294