

RULES FOR USE OF MEDIA FELLOWSHIP HOUSE

Media Fellowship House is dedicated to and has long supported a policy of non-discrimination. It is expected that this policy will be accepted and maintained by groups desiring to use our facilities.

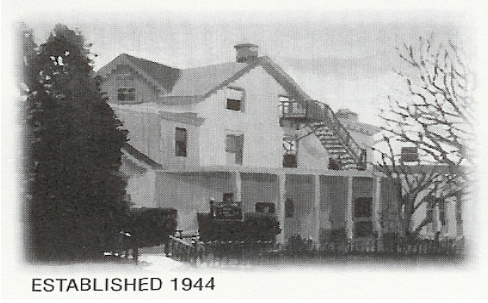
1. Apply at least two weeks before event.
2. A security deposit of \$200.00, payable at the time the application is signed, is required to confirm and hold the date. This deposit will not be returned if date is canceled without one week's notice or if House is left in an unacceptable condition after use. When conditions are met, this deposit will be returned within one week after use.
3. Total rental fee is due with the application.
4. No Liquor is to be consumed in or around the house.
5. Events must end no later than 11:30 P.M., so that the House may be cleaned and locked by midnight.
6. In consideration of our neighbors, we request that guests do not carry activities outside the House nor linger on premises after closing times.
7. Applicant is responsible for adequate chaperoning both inside and outside the House. Chaperons must be over 21 years of age.
8. Only areas assigned and paid for in advance may be used. If this is not complied with, applicant is liable for a further charge after the event.
9. Set up and put away tables and chairs, if used. Leave all furniture as it was found.
10. Wipe up spills on floors at once. Leave area used clean, including floors.
11. No smoking is permitted inside the building. Smokers should use designated containers located on the porch.
12. Before leaving lock windows, and turn out all lights.
13. When advertising an event, please do not use our telephone number for information.
14. When decorating, DO NOT place tape, thumbtacks, etc. directly on wallpaper. Use only the wood strips, at the top of wall.
15. **Cleaning of the areas used is your responsibility. Please leave the house in the same condition as when you arrived. All cleaning supplies (mop, vacuum, solutions, etc.) are located in the closet between the two bathrooms.**
16. The applicant shall be required to furnish public liability insurance with limits at least equal to \$100,000.00

17. A Certificate of Insurance, with proper limits of liability, shall be submitted as evidence of insurance coverage at least three days in advance of the event and must designate both the applicant and Media Fellowship House as insured.

I agree on behalf of the above indicated applicant/organization that all members and guests will observe the above regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to Media Fellowship House property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify Media Fellowship House against any loss, damage or expense of any kind, which said they may sustain or incur because of use of the above described building by our organization and we will further hold said Media Fellowship House harmless for loss of any kind in connection therewith.

Signed: _____ (Requesting User/Officer) Date: _____

Approved: _____ (Media Fellowship House) Date: _____



Media Fellowship House
302 South Jackson Street
Media, PA 19063
610-565-0434

APPLICATION FOR RENTAL OF MEDIA FELLOWSHIP HOUSE

ORGANIZATION _____

PERSON MAKING REQUEST _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER: _____

DATE (S) WANTED: 1ST CHOICE _____ HOURS _____

2ND CHOICE _____ HOURS _____

FACILITIES DESIRED:

_____ DINING ROOM (\$75.00) _____ KITCHEN (\$35.00)

_____ LIVING ROOM (\$70.00) _____ ALL ROOMS (\$180.00)

PURPOSE _____

Fees for use of the House are required so that we are able to meet overhead expenses. Fees are standard for all groups. Fees are based on use up to a four hour period. Each extra hour, add 25%.

AGREEMENT: I HAVE READ THE RULES FOR USE OF MEDIA FELLOWSHIP HOUSE AND AGREE TO ABIDE BY THEM.

SIGNED: _____ DATE _____

APPROVED BY: _____ DATE _____