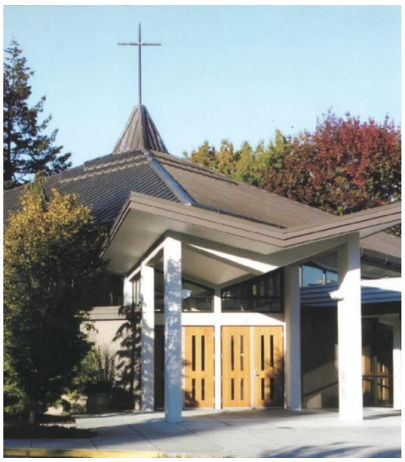
Mercer Island Presbyterian Church

Mercer Island Presbyterian Church is happy to partner with the community through the use of our facility. The church desires to maintain the facilities in good condition and to provide a hospitable atmosphere for users. Your attention to the policies and instructions in this Facilities Handout will assist in providing the best possible service.



Rooms and Prices

*six or more hours counts as a full day

Rooms	Sanctuary	Music Room	Small Classrooms	ROCK	Kitchen
Approximate Square footage	5000	900	400	1350	840
Approximate Seating	350 theater style	40 tiered, theater style	10-15	30, tiered , theater style 40, no furniture	NA
Price	$70/hr $560/day*	$30/hr	$20/hr	$30/hr	$35/hr

Rooms	Gym (sport practices and games)	Gym	Fireside Room	A/B Classroom	Courtyard
Approximate Square footage	5200	5200	1100	1200	2000
Seating	No furniture	250, banquet 350, theater style	50, theater style 40, tables	70, theater style	60, theater style 45, tables
Price	$25/hr	$70/hr $560/day*	$30/hr $240/day*	$30/hr $240/day*	$40/hr $320/day*

Facility Hours and Holidays

Please contact the front desk to schedule an event:
frontdesk@mipc.org, 206-232-5595, M-Th, 9 AM-2:30 PM

Facility Hours:
M-F: 8 AM-9 PM
Sat: 9 AM– 6 PM; Gym, 9 AM-4 PM
Sun: Closed for Worship

Holiday Closures:
New Year's Day
Martin Luther King Jr.'s Birthday
President's Day
Ash Wednesday
Holy Week before Easter
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and the Friday after
Christmas Eve and Christmas Day

Mercer Island Presbyterian Church

3605 84th Street, Mercer Island, WA 98040 • (206) 232-5595 • frontdesk@mipc.org

Rental Procedures and Deposit Policy

Before announcing an activity requiring a meeting room or other space assignment, a request should be made to **frontdesk@mipc.org** so that all assignments may be coordinated and recorded on the church calendar of events.

Reservations may not be made more than six months in advance.

Non-MIPC groups are required to complete a Facilities Use Agreement, provide a non-profit tax number and verification of insurance.

The church reserves the right to cancel any event if a worship need of the congregation presents itself.

A damage deposit of $300 is due at the time of booking. Deposits are refundable after the event, granted all policies are followed and all other terms of the contract are met. Deposits will be refunded, less the costs of any repairs due to damages, cleaning issues or unpaid balances. Additional fees will be applied for failure to break down or clean up rooms since this requires additional time for church staff to rectify.

Set-up and Clean-up

- Users are to restrict their activities to the areas reserved.
- Furniture moved must be moved back to its original position unless a special arrangement has been made with the group next using the room. Trash must be emptied.
- The user is responsible for any damage or loss to property during use.
- The user is responsible to check that all utilities are turned off and that the facility is secure upon departure.

Conditions and Regulations

- Alcohol is not permitted.
- Smoking is not permitted in the building or within 25 feet of any entrance.
- All activities are prohibited which could, by their nature, result in damage to the facilities or to participants.
- Food preparation is confined to the kitchen areas and is subject to kitchen usage policies.
- All disposable dishes and cutlery must be compostable.
- Facilities may not be used for commercial purposes.
- **Church-owned audio-visual equipment may only be used with permission.** The church office will help you hire an MIPC trained technician to run audio-visual equipment for your event.
- **Any activity that may jeopardize the property tax exemption for the church is prohibited.**

Priorities for facilities use:

A. Mercer Island Presbyterian Church activities

B. Funeral/Memorial Services and Weddings of members and friends of MIPC

C. Other PC-USA groups and congregations

D. **Qualified, non profit** community groups as described below:

Qualified community groups are those 501(c)3 non-profit organizations whose function is to provide a community service though moral, spiritual or cultural betterment. Community groups must provide a non-profit tax ID number and verification of $1,000,000 in liability insurance which will be filed in the church office.