



Facility Use and Equipment Rental Guidelines

Rental Information:

Metolius Friends Community Church (575 Hood Ave., Metolius, Oregon, 97741) is eager to serve you in the name of our Lord and Savior Jesus Christ. Members of Metolius Friends Community Church do not consider themselves “owners” of the facility. Rather, we consider ourselves managers of it. As managers, we desire that it be useful not just for “us” but also for our neighbors and our wonderful Jefferson County community. We consider it our privilege if you choose to make use of the Metolius Friends Community Church facilities and equipment. Please know that guidelines are set only so that all may continue to utilize these facilities. We want to be wise “managers” of it.

The maximum capacity for the sanctuary is 200 people. The fellowship hall, a large open room connected to a full kitchen facility, will hold between 100-200 people, depending upon intended use.

Rental Guidelines:

1. Rental Fee: Currently, MFCC is not charging for the use of the facility. If you would like to make a donation you may do so.
2. The church office will designate a Facility Host to oversee each facility use. The Facility Host will be available to provide any needed orientation, information, and assistance to guests in preparing for their event and during their event. The Facility Host will be responsible for ensuring building security and lock up and will enforce all MFCC facility use policies and will be on site as needed to assist guests during their event.
3. Members of Metolius Friends Community Church and/or non-profit organizations may be exempted from all or part of the rental costs.
4. All audio/visual equipment owned by the Church will be set up and operated by one of the church’s trained operators.
5. Persons or groups renting the facility shall be held responsible for 100% of any lost and/or damaged facilities or properties while they are renting the facility. All church property shall remain in the facility.
6. The renter is responsible for basic cleanup of the church (returning moved items to their proper places, cleaning up dishes and the kitchen if used, vacuuming up messes made by your event, wiping down tables, etc.). The custodian is only responsible for normal cleanup.
7. If candles are used for your event, they must be dripless candles or the wax must be caught in some way.
8. Smoking is not permitted inside any of the facilities, or within 50 feet of any facility.
9. No red punch is permitted anywhere in the facility.
10. The use of alcoholic beverages is not permitted anywhere on the grounds.
11. Birdseed only may be thrown outside of the facility – no rice please.



12. If the renter wishes to use a DVD player and projector belonging to the church, please let us know.
13. The renter must arrange with the Office Administrator or Facility Host for unlocking and locking of the building.
14. Saturday events must be out of the facility by 6 PM, unless special permission is granted.
15. Metolius Friends Community Church ministry functions are given priority when determining the availability of the facilities. For this reason, all outside facility use requests are given only tentative approval if the requested event is further than 6 months away. Requests for facility use that are further out than 6 months will be considered and may be given tentative approval, but final approval is not available until the event is confirmed inside of this 6-month window.

Metolius Friends Community Church Capacity, Seats and Tables

Sanctuary Capacity:

25 pews x 7 people per pew = 175 (8 people per pew can be possible = 200)

Chairs and tables available for your use:

19 round tables – Each table seats 6

4 rectangular wood tables – 8' long

30 preschool/elementary age wooden chairs

2 rectangular plastic tables – 6' long

2 u-shaped short tables – 3' diameter

115 metal folding chairs

Revised 11/16/16