



Church Facility Guidelines

For All Functions:

1. Please take note (use a camera) of the current setup of all areas you intend to use. You are expected to return the room/rooms to the same order you found them, unless instructed to do otherwise.
2. Please note that there are specific chairs and tables used in specific rooms. If any additional chairs or tables are needed, then please ask Brent for the proper chairs or tables for your event. You are expected to return the additional chairs and tables to the proper place. Please pick up, don't drag, tables to move them.
3. Please use **only** office staples and painters/masking tape to hang anything from the walls or ceiling. Only painters/masking tape will be used on doors, floors or furniture. You are expected to remove all staples, tape and decorations at the end of the event.
4. Cleaning after event:
 - a. Remove all decorations.
 - b. Make sure kitchen appliances are turned off.
 - c. Spot clean major spills of food, drink, or other debris.
 - d. All tables, chairs and countertops should be wiped down.
 - e. All dishes should be washed, dried, and returned to proper cabinet/drawer.
 - f. All trash should be bagged and taken to the outside dumpster following the event.

Additional requirements for weddings:

- g. Dust mop or sweep hard surface floors.
 - h. Vacuum carpeted areas.
 - i. Sweep drive-thru area if needed.
5. Please do not stand in chairs or sit or stand on tables. If ladders are needed, then please ask and we can provide those for you.
6. Thermostats should always stay between 68 and 74 degrees.
7. No alcoholic beverages are allowed on church grounds.
8. No smoking is allowed on church grounds.
9. Other than water, all food and drink are to remain in the fellowship hall.

A \$75 cash deposit is required for *private* events at least 2 weeks prior to the desired event date. This deposit will be returned after the event if the responsible party complies with these guidelines. If not, the deposit will be paid to a church representative for any cleaning and restoring the facilities to their original state.

Church Facility Use Guidelines

(Continued)

(This section not applicable for weddings)

Date of event: _____

Deposit deadline: _____

Responsible party: _____
(print name)

Signature

Date

Church Representative

Date