

Fellowship Hall Policies

The leader/chairman of the group or committee using either fellowship hall(s) shall be responsible for the following:

1. All spills shall be cleaned up immediately, this will prevent permanent staining.
2. Sweep entire fellowship hall after your function.
3. Sweep kitchen after each function. Mop if spills or tracking occurred.
4. Empty all trash cans into large dumpster outside fellowship hall.
5. Wipe down all tables used for your function.
6. Check and clean chairs for food crumbs/spills.
7. Remove all tacks and tape used in decorating for your function.
8. Clean all counters and remove any leftover food after your function. Please DO NOT store food leftovers in the refrigerator. Foods left in the refrigerator will be disposed of by the Hospitality Committee.
9. Launder all dish cloths and towels after your function and return them to the fellowship hall the following Wednesday or Sunday.
10. All church dishes, utensils, appliances shall be washed accordingly after your function. DO NOT use the dish washer for small loads.
11. Please note on the checklist how much paper goods your group used. If any item was depleted please inform the church hostess.
12. If stove(s) was used, PLEASE clean accordingly and insure it is OFF.
13. **VERY IMPORTANT:** Turn off both AC/heater thermostats after your function.
14. Fill out a Fellowship Hall Request Form at least two weeks prior to your function. Put on church calendar. Without the form, you will not be guaranteed use of the hall.

NOTE: Request forms are available in the church office

Fellowship Hall Request Form

(You must adhere to all the above policies)

1. Name, address and phone number of individual requesting the hall _____

2. What function will be conducted in the fellowship hall? _____

3. Date and time of the function? _____
4. Cost of fellowship hall is \$30 for two (2) hours or \$75 for all day. The fee is payable in advance of the planned activity. Paid the following \$30 _____ \$75 _____
5. Day church council approved the request: _____

The Church council will be responsible to place on the Calendar.