Connecting Place/Fellowship Hall/Kitchen Use Policy

Available for "not for profit" events by those who are a regular part of our fellowship, which includes weekly participation and certain non-profit organizations. Sign and return the bottom portion of this page. Use the top portion as a check off list for cleanup and leave with your returned key. Please note: the church is not responsible for clearing lots/sidewalks in case of inclement weather.

COMMUNITY
christian church

- ☐ $30 deposit required, to be returned within 5 business days of your event [see instructions below], upon inspection.
- ☐ Tobacco/alcohol use is not permitted on campus property [inside and out].
- ☐ If using Fellowship Hall/Kitchen and lower level restrooms [student center and upstairs are off-limits].
- ☐ If using Connecting Place and main floor restrooms [student center, worship center and other upstairs areas are off-limits].
- ☐ Groups must provide their own consumable supplies.
- ☐ Turn off air conditioning when you leave [if you have used it].
- ☐ Be sure all windows are closed and locked [both top and bottom] before leaving. Close window blinds.
- ☐ Check restrooms to verify there is no running water. Flush toilets as necessary. Replace toilet paper as needed [stored under sink].
- ☐ Vacuum [located in custodian closet by men's restroom] and remove all trash.
- ☐ Mop/sweep kitchen floor as necessary [located in custodian closet by men's restroom].
- ☐ Place trash in the outside trash area [behind annex] when you leave.
- ☐ Reset area if you have moved tables or chairs.
- ☐ Turn off all lights except for middle light in Fellowship Hall.
- ☐ Lock and secure all doors before leaving.
- ☐ Drop key in Connection Counter slot.

Connecting Place/Fellowship Hall/Kitchen Event [please fill out, cut along dotted line and return to office]

☐ **Fellowship Hall** ☐ **Connecting Place** ☐ **donate deposit** ☐ **destroy check**
☐ **pick up cash [after 30 days it will be deposited in general fund]**

date of event _____ type of event _____

name _____ Begin Time _____ End Time _____
[event must end by 9pm plus additional one hour clean up time if necessary]

phone # _____ # of people attending_____

address _____

e-mail _____

signature _____