

# 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.

- \$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].
- Confine use to Fellowship Hall/Kitchen and lower level restrooms [student center and upstairs 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 Fellowship Hall 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.

FELLOWSHIP HALL EVENT [please fill out, cut along dotted line and return to office]

## **Deposit Instructions**

donate deposit to 3C    destroy check deposit    pick up cash deposit [during office hours] week following event

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 \_\_\_\_\_