

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. **Fellowship Hall IS NOT handicap accessible. No adult is allowed to be carried down the steps due to insurance liability.**

- \$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** **Kitchen**

If one of the following is not checked below money will be deposited in general fund.

donate deposit **destroy check** **pick up cash**

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 _____