



### Non-Church Use of Facilities

The use of Fellowship Hall, Kitchen, or other church facilities for other than church related activities will be requested through the Church Office providing the person requesting the use is a church member and agrees to the following:

Dates will be coordinated through the Church office on a "first come, first served" basis. The Office is empowered to make the date commitment, and will check on the availability of the church custodian for that date.

A \$25 fee is required at the time of registration, which will be deducted from the balance due. The balance is due at least two weeks prior to the event.

The requester will be responsible for replacing or repairing church property which is damaged or broken.

No alcoholic beverages may be brought on the premises and no smoking is permitted in the building.

The church custodian will set up the facilities needed. Requirements should be communicated to the office no less than two weeks prior to the event. The custodian will also handle general clean-up after the event, returning the facilities to normal operation. The exception to this is clean-up of the kitchen, if used. This will be the responsibility of the person requesting use of the facility.

Fees for the custodians services are to be paid as follows:

0 - 49 persons	=	\$100
50 - 99 persons	=	\$145
100 + persons	=	\$200

These policies will also apply to the use of other church areas when used for non-church purposes. Please fill out the information below, and the Hall Set-up form, and bring them to the church office, along with the registration fee.

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

PURPOSE: \_\_\_\_\_ # of PEOPLE: \_\_\_\_\_

EQUIPMENT NEEDED: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME OF EVENT: \_\_\_\_\_

RESERVATION FEE PAID: Date \_\_\_\_\_ Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_

BALANCE DUE: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check # \_\_\_\_\_

SIGNED: \_\_\_\_\_ Received by: \_\_\_\_\_