

Responsibilities of All Users

(Please keep this sheet)

General Care

- Use only the assigned room(s) on the assigned date(s)
- Decorating must be done in a way that does not cause damage to walls, draperies or furniture.
- Tables must be covered if crafts are performed using glue, paint or any material that could damage the surface.
- Children must be supervised.
- Do not remove anything from the building without express permission from the Board of Trustees.
- Chairs and tables must be left in the position they were in prior to usage.
- No alcoholic beverages or smoking is permitted on Church properties.

If you have permission to use the kitchen facilities:

- Deep frying is not permitted.
- Sweep floors and clean up any spills.
- Remove from the refrigerator all food used by your group.
- Dishes and silverware must be washed and put away.
- Stove and oven must be turned off; stovetop and oven spills must be cleaned.
- Trash must be bagged and placed in the trash containers in the parking lot.

Upon leaving the facility:

- Turn room thermostats back to 55 degrees. Return McConnell Hall and/or Sanctuary thermostats to "SCHEDULE'..
- Turn off all lights and fans.
- Shut and lock all windows.
- Lock all doors.

Donations

No fees are required of church groups, church members or non-profit groups. However, donations to offset the cost of utilities and building maintenance are always appreciated.

Compensation is required from non-church members to offset the cost of utilities and building maintenance, as follows:

- McConnell Hall - \$25/hour.
- McConnell Hall plus kitchen - \$30/hour for up to 4 hours, \$15/hour thereafter.
- Sanctuary - \$50/hour
- Fellowship Room - \$30. per day
- Other Rooms - \$25. per day
- Deposit on key - \$25

FOR OFFICE USE: Reservation approved on: _____
Reservation checked on Church Calendar: _____
Reservation canceled by/on: _____
Information changed after reservation: _____