

Gethsemane Church Fellowship Hall

Rules for Hall Use

February 2017

1. All events must be scheduled with the Fellowship Hall Coordinator.
2. In the event of a scheduling conflict, Gethsemane Lutheran Church functions will **ALWAYS** take precedence.
i.e. a funeral...
3. The sponsoring church member should pick up the key from the Fellowship Hall Coordinator and return it immediately after the event.
4. A \$100.00 deposit will be required for Hall use by individuals who are not (themselves) members of the church. Use of the Hall must be scheduled by the sponsoring church member. The deposit will be returned to the depositor provided that the facility is properly cleaned and provided there is no damage to the facility.
5. The sponsoring church member must be present the entire time of the event.
6. Alcohol is not allowed on the premises.
7. The sanctuary and hall doors must remain locked. Use of Fellowship Hall lavatories only.
8. The sponsoring church member is responsible for approving the condition of the hall once the event is over, and is responsible for reporting and retaining deposit money for any damages that may have occurred.
9. **The entire Hall must be cleaned after the event including:**
 - **Sweeping and mopping the floor (and removing all scuff marks)**
 - **Cleaning the bathrooms**
 - **Cleaning the kitchen and appliances**
 - **Removing all trash from the premises. No trash may be left in the trash bin or in bags outside of the church or Hall.**
 - **The Hall must be left in the same condition as it was prior to the event.**
10. You must bring your own supplies including plates, plastic cutlery, cups, napkins, trash bags, paper towels, coffee, creamer, etc.
11. No food or drinks are allowed in the classrooms. Please keep the classroom doors shut.
12. The air conditioning must be set to 'cancel' when parties leave.

I have read and agree to abide by the rules as stated above.

Name: _____

Address: _____

Phone: _____