

# Building Usage Guidelines

**Members** may use facilities for personal use, providing they clean up the facility after usage. **Members approved to use the building must be present for the event.** Fees may be waived in full or in part for members, at the discretion of the Property Chair, Vision Board, and/or Pastor.

**Organizations and Non-members** will be charged fees for usage of various areas. Fees may be waived in full or in part for organizations, at the discretion of the Property Chair, Vision Board, and/or Pastor.

**Cleaning** is essential after use and is required of all members, non-members, and organizations.

**Building Security** is important to us and to you! Arrangements to get into the building must be made with the office (Sue Mack) one week prior to the event and may involve picking up a key during office hours on the day of the event or an earlier day.

**Building Usage Request Form** must be completed and submitted to the office at least 1 month prior to usage.

**Fees** are due at time of request. The contact person is responsible for any damages done to the property during the time of usage and will be billed. Refunds may be made if event is cancelled. *Fees will likely be increased January 1, 2008.*

		Non-member/Organization	Member
• Fellowship Hall	seating capacity 125	\$200	\$50
• Kitchen		\$100	\$50
• Sanctuary	seating capacity 175	\$100	\$50
• Gathering Space	seating capacity 40	\$100	\$50
• Lounge	seating capacity 25	\$ 35	\$15
• Vestry	seating capacity 6	\$ 35	\$15
• Classroom	_____	\$ 35	\$15
• Other	_____	TBD	
Candelabra Use in Sanctuary	<i>fee includes candles, set-up, &amp; removal</i>	\$150	\$150

## Guidelines for Use of Fellowship Hall, Kitchen, and/or Gathering Space

- No red pop or juice is permitted
- If you plan to use the dishwasher and/or large coffee maker, please ask for operating instructions.
- Provide your own dish cloths and towels.
- Trash must be bagged and securely closed and placed in the trash enclosure outside on the fellowship hall deck, or taken home. Cardboard boxes should be broken down and placed in the trash enclosure or taken home. New trash bags must be placed in all empty trash cans.
- Materials for recycling should be placed in blue containers (under island counter).
- Wipe counter tops and tables.
- Spot vacuum the carpet and sweep the tile floor before leaving. Damp mop any spills. Sweeper, brooms and damp mops are in the closet in fellowship hall next to the kitchen.
- Extra tables and chairs can be set up. They are stored in the large closet near the east windows in fellowship hall. Extra tables and chairs must be put away before leaving. In rare circumstances the fellowship hall can be pre-set for your use; indicate your preferred room set-up on the form and then check to see if it can be accommodated, or if you will need to do your own set-up.
- Sunday use is restricted to 1:00-3:00 PM. Saturday use is permitted except 4:00-6:30 PM.
- Kitchen use consists of sinks, stove, microwave, coffee pots, counters, dishwasher, etc. All serving & tableware, paper products, etc. are to be provided by the organization.