

SMYRNA FIRST UNITED METHODIST CHURCH
GUIDELINES FOR USE OF FELLOWSHIP HALL

Date Requested: _____ Time: _____ Deposit Paid: _____

Responsible Party: _____

Fellowship Hall use is scheduled by calling the church office manager at 459-2826 during office hours, Monday through Friday, 8 AM to 4:30 PM. The damage deposit of \$100.00 will be paid in advance. Responsible parties will provide their own supplies. Bring with you those things you plan to use. Dish towels and dishcloths are not provided. Garbage bags for the kitchen and bathrooms are furnished by the church and will be available for use. Prior to the scheduled event, the responsible party will inspect Fellowship Hall with a member of the staff.

EQUIPMENT REQUESTED: Long tables # _____ Chairs # _____ Round Tables # _____
Sound Equipment Yes No Microphones # _____ CD/DVD: Yes No
Other: _____

UNLESS OTHERWISE NOTED, THE FELLOWSHIP HALL IS IN A SATISFACTORILY CLEAN CONDITION AND WILL BE LEFT IN THAT CONDITION. I ACCEPT THIS ROOM AFTER INSPECTION/WITHOUT INSPECTION.

Responsible Party Staff Member

- 1) Wipe up spills on the floor immediately to prevent falls and damage to the flooring.
- 2) Remove trash from the building and place it in collection bins at the side of the building. Extra garbage bags are on the side of the garbage container. Do not leave garbage in the large garbage can in the kitchen.
- 3) Sweep the floor. A broom and dustpan are kept in the furnace room.
- 4) Wipe off all tables used, countertops and serving counter. Make sure stove, refrigerator and microwave are clean. Leave the sinks clean and free of dirty dishes.
- 5) Leave NO FOOD in the refrigerator, on the countertops or in the cabinets.
- 6) Do not blow out pilot lights on stove.
- 7) No alcoholic beverages are allowed on the premises.
- 8) Smoking in the Church buildings and the parking lot is prohibited.
- 9) Turn off lights and lock all doors. Check to see that the doors are locked from the outside.

I HAVE READ THE ABOVE AND ACCEPT ALL THESE TERMS:

Responsible Party

Kitchen: All kitchen users must carefully read posted instructions before using any equipment in the kitchen. Clean, dry, and put away all dishes and utensils; wash countertops according to approved methods as posted. Check all appliances to make sure they are turned off and nothing is left inside the oven. Take garbage to dumpsters and replace trash liners. Do not leave leftovers in refrigerator or freezer unless marked for another use.