

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: \_\_\_\_\_ \* Kitchen: Ice machine \_\_\_\_\_ Microwave \_\_\_\_\_

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. 10) I have been given a copy of the Event Guidelines

**CHILDREN ARE NOT ALLOWED IN THE KITCHEN AT ANY TIME.**

I HAVE READ THE ABOVE AND ACCEPT ALL THESE TERMS:

\_\_\_\_\_  
Responsible Party