

GUIDELINES FOR USE OF FRIENDSHIP UMC FELLOWSHIP HALL/GATHERING ROOM

1. Fellowship Hall Fees: Initial: _____
Deposit: \$75 All Renters (returnable upon following inspection)
Rental: Non – Members - \$ 200/day Members – No Charge
Gas Grill: \$5 NON- Members Members – No Charge
Outside gas grill is not to be used without proper instruction and payment of rental fee.
SANITATION FEE OF \$100 IS REQUIRED FOR ALL RENTERS FOR FACILITY USAGE. THIS FEE IS NON REFUNDABLE.
2. Remove all foods and condiments from the refrigerators and freezers.
3. Return all equipment and utensils to their storage places as labeled, clean & dry.
4. Remove all trash from containers, bagged and tied, and place outside in the dumpster.
5. Members: Dish towels and dish clothes should be taken home, laundered and returned.
Non-Members: Please furnish your own dish clothes and towels.
6. Turn off stove, exhaust fan, and lights.
7. Unplug any other small appliances is used.
8. Unplug and clean all liquid dispensers.
9. When using serving units with heat, fill water pans to required level. After use, turn off the units, clean and store the pans in the proper places.
10. Clean stainless steel tables, cabinet tops and sinks. Wipe dry to remove water spots.
11. Floors – vacuum carpets following instructions on vacuum.
12. Sweep and mop the kitchen, restrooms, and hallway.
13. Do not remove any pans or utensils from the premises.
14. Sound system is not to be used without Friendship’s sound technician.
15. Tables and Chairs are not to be used away from church. Please use care during set up and take down of tables. Please do not drag , push, pull or slide tables across the floor; instead, pick them up to move them. Initial: _____
16. All other areas of the church are off limits.
17. **The renter is responsible for the health of those attending the renter’s event. In addition, the renter and guests hold Friendship United Methodist Church harmless from any outbreak of illness or disease arising from the event.**

Renter's Name: (please print) _____ Phone #: _____

Address: _____

Signature _____ Date of Rental: _____ Time of Rental: _____

Maintenance & Security Signature _____

Church Phone (336-227-0381)

Drew Loy, Maintenance & Security (336-212-1424)

-----For Office Use Only-----

Deposit Received: _____ Payment Received: _____ Check #: _____ Deposit Returned: _____

Sanitation Fee Received: _____ Check #: _____

(Copies: White – Church, Yellow – Renter, Green – M&S)