

USE OF CHURCH ROOMS BY MEMBERS

Date Requested: _____

Purpose of Request: _____

_____ \$35.00 donation for use of Blue Room or Classroom with tables and chairs

_____ \$60.00 donation for use of Fellowship Hall (includes tables, chairs, coffee pots)

_____ \$100.00 donation for use of Fellowship Hall (includes ovens)

Checklist:

_____ Arrange for time to have church unlocked and relocked or pick up a key.

_____ Get instructions about heat and lights

_____ Get instructions as to location of mop & vacuum, as floors must be swept, tables wiped off, and kitchen left in clean condition after the event.

_____ Any extra tables and chairs used are to be put away.

_____ Bring own sponges, towels, and dishcloths to wipe tables and chairs

_____ Remove trash from the premises following event

_____ No food is to be left in refrigerator

_____ **No** alcoholic beverages and **No** smoking in the building

_____ Report any damage or breakage to the church office

Signature of Member: _____

Signature of Trustee: _____

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USE OF TABLES AND CHAIRS BY MEMBERS

Date Requested: _____

_____ \$5.00 Rental on each table with 8 chairs

_____ \$2.50 Rental on each card table with 4 chairs

Signature of Member: _____

Signature of Trustee: _____