

**DEKALB FIRST UNITED METHODIST CHURCH (FUMC)
USE OF KITCHEN AND FELLOWSHIP HALL**

The Kitchen and Fellowship Hall of the DeKalb First United Methodist Church are available for non-church related events such as, but not limited to the following: anniversary celebrations, wedding and baby showers, family and school reunions, fundraisers, and organization meetings. Use of this facility is contingent upon availability. Reservations are required and approved by proper church authority. A minimum donation of \$125 is requested to help cover utilities and other expenses related to building usage. In case of an emergency where the Fellowship Hall is needed for another event such as a luncheon for a bereaved family of a First United Methodist Church member, we ask that all parties work together to make sure that both events can be accommodated.

The FUMC assumes no liability or responsibility for any participant of the event. Use of the facility and equipment shall be at the risk of the organization or event member who applies for use of the facility and signs the Reservation Form. FUMC makes no express or implied warranty of the premises, equipment, machinery, fixtures or furniture.

The user may contact one of the following for the purpose of providing information regarding the facility, to answer any questions, and resolve problems that may occur:

Pastor: Amanda Stratton – Call Church Office for Cell Number

Hospitality Coordinator: Molly Willey – Call Church Office for Cell Number

The Church contact will obtain a key prior to the event. The user's representative shall meet with the Church contact at an agreed time to gain entry to the building.

REQUIREMENTS:

Thank you for choosing the DeKalb First United Methodist Church Fellowship Hall for your special event. To assure this facility is maintained in its present condition for those who will use it in the future, the following requirements shall be adhered to:

- Alcohol, drugs, or tobacco will not be used on FUMC property.**
- Nothing is to be hung from the ceiling or placed on the walls.**

FUMC will provide:

- Ice (Ice Machine)
- Cooking utensils
- Appliances (except for freezer space which will not be provided)
- Minimal Cleaning Supplies
- Water
- Electricity

The User shall provide:

- | | | | |
|-------------|--------|-----------------|------------------------|
| Dish towels | Tea | Sugar/Sweetener | Paper/plastic products |
| Dish cloths | Coffee | Creamer | Table Cloths |

Using Appliances:

- Dishwasher – Instructions for use of the dishwasher are posted on the wall above the appliance.
- Coffee Maker – The appliance is a Bunn. Please leave plugged in at all times. – Normal use.
- Stove, ovens, microwave, warmer, and ice maker – Normal use.

User shall:

- Remove all leftover food from the kitchen after the event. Food scraps should be placed in garbage container.
- Remove all dishes, containers and utensils brought in by user and guests.
- Wash all FUMC cooking utensils and cookware used. Return to original storage space.
- Collect all garbage and place in outside containers for pick up. If or when outside garbage containers are filled, the remaining garbage shall be transported from the FUMC.
- Place new garbage bags in containers.
- All spills on counter tops, stoves, appliances, and floor shall be cleaned.
- Coffee Maker shall be cleaned by removing grounds and washing carafes.
- Kitchen and restrooms shall be cleaned and returned to their original state or better.

There is a custodial fee of \$75 (paid directly to the custodian – Cash preferred) for cleaning the restrooms and floors (kitchen & dining area) garbage removal, and tables and chairs returned to storage. All kitchen cleaning, other than floor, shall be done by user.

Before leaving, user will turn off all lights and fans in kitchen and dining area, restrooms and storage rooms & pantry. Turn off ovens. A/C units should be left at 80 degrees during warm months and 60 degrees during cool months. When leaving, check all doors and make sure they are locked.

Staff Custodian: Volunteers

Pastor: Rev. Amanda Stratton

*DeKalb First United Methodist Church
Kitchen and Fellowship Hall Reservation Application*

Name of Applicant _____

Name of Organization/Event _____

Address _____

City

State

Zip

Phone #s of applicant _____

(home, work, cell)

Date(s) Fellowship Hall is requested _____

Time requested _____

I have read, understand, agree to and accept responsibility for the requirements of the DeKalb First United Methodist Church regarding use of the Fellowship Hall and Kitchen. I also understand that DeKalb First United Methodist Church assumes no liability or responsibility for this event.

Signature

Date

For Office Use Only:

Date of application _____

Building Use Donation _____

Date of application review and/or approval _____

Signature of approval _____

Date of payment _____