



## **Portions of Policy (NM/A)**

2. 20 A rental fee of \$175.00 will be charged for the use of the fellowship hall.  
A rental fee of \$100.00 will be charged for the use of the church sanctuary.  
A rental fee of \$250.00 will be charged for the rental of both facilities.  
Any section of the church where Saturday functions run past 9:00 PM will require  
an assessed fee with an hourly rate of \$10.00 per hour.  
A \$35.00 fee is charged for a Sound Technician, \$75.00 if platform needs to be cleared  
*A \$35.00 fee will be charged to run Video Projection*
- 2.21 If candelabras/candles are used, plastic drip cloths or drip less candles are to be used. This is to prevent wax drippings from falling on the carpet.
- 2.22 The renter is expected to clean and return all items to their proper places. This pertains to all areas of rental, including sanctuary furniture (pulpit, altars, modesty screens, communion tables, floral tables and floral arrangements, fellowship hall equipment, classroom chairs and tables, kitchen equipment and utensils) In the kitchen and fellowship hall, the tables, counter tops, sinks, stoves and refrigerator must be cleaned and all garbage is to be bagged and taken out to the dumpster. In addition, new liners are to be placed in the kitchen trash containers.
- 2.23 No thumbtacks, nails, pins, etc. are to be used in tables, walls or ceilings for the purpose of decorating, etc.
- 2.24 The renter is responsible for loss of or damage to property or equipment.
- 2.25 Smoking and/or use of alcoholic beverages are ABSOLUTELY PROHIBITED anywhere on the premises.
- 2.26 Activities are to be confined to the designated areas only.
- 2.27 No food or drink will be served outside the fellowship hall.
- 2.28 A request form to use the church facilities may be attained through the church office and filled out. The church secretary will make a copy, one to be filed and one to be given to the church custodian.

## **Portions of Policy (M/A)**

- 2.20 There will be no charge to use the sanctuary and fellowship hall, the facilities are restored and cleaned. Cleaning fees may be assessed by the Buildings and Properties Committee.
- 2.29 A \$35.00 fee is charged for a Sound Technician, \$75.00 if platform needs to be cleared  
*A \$35.00 fee will be charged to run Video Projection*
- 2.30 Any section of the church will Saturday functions run pass 9:00 PM, will require an assessed fee with an hourly rate of \$10.00 per hour.
- 2.31 The church member or regular attendee is expected to clean and return all items to their proper places. This pertains to all areas of rental, including sanctuary furniture (pulpit, altars, modesty screens, communion tables, floral tables and floral arrangements, fellowship hall equipment, classroom chairs and tables, kitchen equipment and utensils) In the kitchen and fellowship hall, the tables, counter tops, sinks, stoves and refrigerator must be cleaned and all garbage is to be bagged and taken out to the dumpster. In addition, new liners are to be placed in the kitchen trash containers.
- 2.32 If candelabras/candles are used, plastic drip cloths or drip less candles are to be used. This is to prevent wax drippings from falling on the carpet.
- 2.33 No thumbtacks, nails, pins, etc. are to be used in tables, walls or ceilings for the purpose of decorating, etc.
- 2.34 The renter is responsible for loss of or damage to property or equipment.
- 2.35 Smoking and/or use of alcoholic beverages are ABSOLUTELY PROHIBITED anywhere on the premises.
- 2.36 Activities are to be confined to the designated areas only.
- 2.37 No food or drink will be served outside the fellowship hall.
- 2.38 A request form to use the church facilities may be attained through the church office and filled out. The church secretary will make a copy, one to be filed and one to be given to the church custodian.