**Fulton Church General Facility and Service Use Agreement**

**Non-Attendees and Outside Organizations**

**Date of Reservation**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Times of Reservation: Start Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you need help setting up tables and/or chairs?\_\_\_\_\_ If so, how many?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information**

Name of Person/Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fulton Church Sponsor**

Approved Sponsor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Sponsor required for all non-attendees use of the Church. Attendees who are using the facility for an outside organization do not need to have a church sponsor.*

**Facility and Service Fees**

Facility/Service Fee Reserve? (yes or no)

Full Facility $300 \_\_\_\_\_\_

Gym with big kitchen $100 \_\_\_\_\_\_

*(Church approved kitchen staff required to be present @ additional $25/hr if also using large kitchen)) \_\_\_\_\_\_*

Sanctuary only $100 \_\_\_\_\_\_

Old Chapel only $ 75 \_\_\_\_\_\_

Gathering Area only (includes small coffee kitchen) $ 75 \_\_\_\_\_\_

Lower Level Rooms only $100 \_\_\_\_\_\_

Audio System Technician- Fulton Church Personnel only min. 4 hrs @ $25/hr + $25/hr \_\_\_\_\_\_

Sponsor Fee $ 50

*For Weddings-add $200 for Fulton Church Pastor \_\_\_\_\_\_\_ (bride & groom\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)*

*add $100 for wedding & funeral cleaning services \_\_\_\_\_\_\_*

TOTAL DUE \_\_\_\_\_\_\_\_

*Please make check(s) out to Fulton Church. Fees are due no later than one week prior to date of reservation.*

Facility Use Understandings

I agree that all use of the Fulton Church Facility will adhere to Fulton Church’s Mission to see people:

* Growing in Christ
* Connecting as a family
* Reaching the community with God’s grace

I understand and will abide by the following points, in addition to the points on the back of this form:

* No alcoholic beverages on church grounds
* No smoking will be allowed in buildings; smoking will be allowed outside
* The undersigned will take responsibility for all damages incurred during event(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

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*For office use only: Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_ Copy given:\_\_\_\_\_ Check amt/#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Put on Fulton Church calendar\_\_\_\_\_\_\_\_\_\_ Custodial staff notified\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Form Updated 6/20/2019*

**In an effort to keep cleaning costs minimal, please use our God-given facility with care and with the following general guidelines, if you are not holding a wedding or funeral. We want to ensure our facility is ready for others to enjoy any day of the week, but especially on Sunday mornings. Thank you so much.**

**Gym/Multipurpose Room**

· Please put away all tables and chairs neatly and carefully

· Don’t forget your personal items, including toys or sports equipment

· Children are not allowed to go into any closets or into the room above the kitchen

· Use dust mop to clear floor after use and if needed, use the tennis ball on a stick for rubbing off tread marks

**Gathering Area**

· Put chairs neatly under tables and arrange tables in an orderly manner

· Vacuum floor where food has been eaten

· Sweep small kitchen floor

· Wipe tables, chairs, counters and stove top

· Clean any church items used

**Restrooms**

· Make sure all toilet and urinals have been flushed; Wipe off seats and urinal drips

· Wipe any counters, sinks and mirrors if needed

· Please do not leave any diapers in the trash

· Replace any toilet paper and towels if needed

**Other Common Areas and/or Classrooms**

· Put away all items used, including any furniture

· Wipe tables, chairs and stools if needed

· Vacuum any areas where food was eaten

**Large Kitchen – *Church approved kitchen staff required to be present***

· Do not use stainless steel cleaners

· Clean all items used

· Rinse and wipe out the sinks

· Empty trash and take to the dumpster outside. Replace trash can liners.

· Wipe counters, stove tops, microwave inside and out, refrigerators if needed

· Check all cabinet and appliance fronts and clean as needed

**Gentle reminders:**

· Children are not to be left unsupervised, especially in the youth room

· Cleaning supplies are available in the janitor’s closet in the gym

· If you are the last to leave, please turn off all lights and appliances

· Last, but not least, lock the doors and make sure doors are completely closed

· Should you need any help, please contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_