

Sunset Drive United Methodist Church Fellowship Hall Contract

Individuals or groups who want to schedule an event in the Sunset Drive United Methodist Church Fellowship Hall, may apply for its use by submitting this application and the fees required for the intended use to the church secretary. Submitting this application does NOT guarantee use of the hall.

All use of the fellowship hall may be subject to approval by the SDUMC Board of Trustees.

Name of Individual or Organization: _____

Organization Contact: Name: _____

Address _____

Phone Number: (____) _____

Date(s) and Time(s) of requested use: _____

Purpose for which hall will be used: _____

Number of people expected to attend: _____

Will use of the kitchen be required? Yes or No *(Please circle one.)*

FOR WEDDINGS ONLY:

Name of Officiating Pastor: _____

Phone Number of Officiating Pastor:(____)_____

I, _____, have paid a damage deposit in the amount of \$ _____, and have enclosed a self-addressed, stamped envelope for the deposit's return. I have also paid a rental fee of \$ _____, for the rental of the Sunset Drive United Methodist Church Fellowship Hall, on ____/____/____. I agree to be responsible for the cleaning of and any damage that may occur to the area(s) used. I understand that if the buildings and grounds are not left in the condition that they were found, part or all of my deposit may be forfeited. I also understand that Sunset Drive United Methodist Church is not responsible for any accidents or loss of personal property that may occur during our use of the Fellowship Hall.

Name of Contact: _____ Organization Name: _____

Signature of Contact: _____

Signature of SDUMC Representative: _____ Date: _____

Please complete this form and mail it to: **Sunset Drive UMC
P.O. Box 381
Broadway, VA 22815**

(Checks may be made payable to Sunset Drive UMC.)

* Deposit and payment for use of the hall are expected at least one month prior to the event

(Don't forget to include a self addressed, stamped envelop so that your deposit may be returned, *if applicable.*)

Fees for Fellowship Hall Use

Sunset Drive Member fee:

Non-Profit: No charge for the use of the hall, - \$ 100.00 deposit (to be paid upon reservation confirmation; \$100 deposit returned after event if facility adequately cleaned). If desired, this deposit can be made as a donation to building repair fund.

Personal Profit Events: (e.g., Candle parties, Tupperware parties, etc.) \$350.00, plus a \$ 200.00 deposit (total of \$550 to be paid upon reservation confirmation; \$200 deposit returned after event if facility adequately cleaned)

Non-Member Fee:

ALL Events: \$350.00 deposit, plus \$ 200.00 deposit (total of \$550 to be paid upon reservation confirmation; \$200 deposit returned after event if facility adequately cleaned)

****PLEASE NOTE:****

Only you can ensure the return of your deposit. Deposits are required to ensure that all cleaning and/or repair cost that may occur, are paid for. We will make a full or partial deduction from the deposit if there are any damaged items, or if the building and floors are not cleaned.

<p style="text-align: center;">ALL USE OF THE FELLOWSHIP HALL MAY BE SUBJECT TO APPROVAL , BY SDUMC BOARD OF TRUSTEES</p>
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Fellowship Hall Contact information:

Contact:

- **Trustee Representative Sandy Cupp: 896-7882 or**
- **Sunset Drive Church Office: 540-896-3970**

Rules for Kitchen Use

1. Sweep floors and wet mop all spills, sticky spots, and tracks on floors.
2. Do not leave anything on counters, including sugar packets, cups, etc.
3. Put dirty towels and other dirty linens red basket Laundry will be picked up on Mondays.
4. Empty and clean all coffee pots used and return them to where you found them.
5. Empty all trash cans and replace with clean trash bags. Place closed trash bags in the green trash container outside the kitchen door.
6. Clean the stove properly after use.
7. Gas range and dishwasher may ONLY be used if a trained member of the church is present throughout the entire function.
8. Please leave all SDUMC containers in the kitchen. DO NOT REMOVE! If you think you will have leftovers, please bring your own containers.
9. Label food containers with the date that the item was put in the refrigerator and/or freezer. (Limit six weeks- SDUMC Members ONLY!)
10. If you notice that supplies are running low, please leave a list of items needed on the counter, or call Trustee Representative

Fellowship Hall Rules

1. The building should be left in the condition it was found. If damage should occur to the facilities, other than can be expected from normal use, the individual or group responsible for the damage will be expected to pay for damage.
2. We inventory items to ensure everything is in good working order and available for your event. Please report any damaged or broken items to Janet Wager, Trustee Representative at 540-421-3593, so items may be replaced.
3. Please keep all windows and doors closed unless the heat pump or air conditioner is not in use. Please do not prop open the doors as this will let in flies.
4. Do not use tape on the floor unless you plan scrub away the sticky residue left behind.
5. No smoking is allowed.
6. No alcohol is allowed.
7. No rough housing or ball playing of any kind is allowed.
8. **You may use the following:**
 1. Coffee Makers and insulated servers.
 2. Punch Bowl
 3. Dishes, tableware, cookware, pitches, etc.
 4. Dishtowels (Please placed used towels in red basket for laundry pick up)
9. **BEFORE YOU LEAVE**
 1. Put everything away as it was found.
 2. Wash all dishes, clean countertops, stove, tables, and chairs.
 3. Sweep the floors. (Brooms and mops are in the supply room of the kitchen.)
 4. Wet mop all spills and tracks in the kitchen and auditorium.
 5. Empty ALL trash and place it (bagged) in the green trash container outside the kitchen door. Put new trash bags in the trash cans.
 6. If decorations were put up, be sure to remove ALL pieces of tape, streamer, etc. If you use a ladder to put up the decorations, be sure to remember that you will need a ladder to take them down.
 7. If the electric oven is used, clean any spills on the inside and on the stovetop.
 8. Make sure you remove all of your food from the refrigerator. Please bring containers with you if you think you might have leftovers.
 9. Please make sure that any trash left outside in the parking lot, or elsewhere on the grounds has also been picked up and thrown away.
 10. Turn off all lights in the Fellowship Hall. (Be sure that the side switches click.)
 11. PLEASE DO NOT REMOVE ANY ITEMS FROM THE BUILDING !!!

We ask that you make sure that all of the above items are taken care of before you leave the building.

PLEASE NOTE: Only you can ensure the return of your deposit.

We will make a full or partial deduction from the deposit if there are any damaged items, or if the building and floors are not clean.

Contract for Use of Fellowship Hall

A great deal of effort and pride has gone into providing this new fellowship hall and kitchen for our church and community to use. Because God has blessed us with this hall, we have dedicated it to Him and consider it a consecrated tool for His service. By contracting with us to use this facility, we are simply asking you to give it the care that it deserves. Your commitment to treat our building and its equipment with care will allow us to continue to share its usefulness with others. We are asking you, as we ask our own members, to care for our building with the gentle considerations you would use in your own home.

To assist you in understanding what we expect of ourselves and those who use this facility, the following guidelines have been developed. Please read them and contact us if you have any questions concerning these guidelines. Your signature to this contract is considered your word of agreement to work within these guidelines.

We have provided in the kitchen appropriate equipment for normal cooking needs and food preparations. You may find specialized cooking equipment will need to be brought in for specific uses. We do regular inventory of our items to ensure that they are in good working order and available for your event. If you find that something is broken or if during your usage something becomes broken, please notify us so that we can see to its repair or replacement before future events.

YOU MAY USE:

1. Dishes, tableware, cookware, pitchers, etc.
2. Cookware and food preparation equipment.
3. Coffee makers and insulated servers
4. Salt/pepper shakers, sugar bowls, etc.
5. Punch bowl
6. Ice-maker
7. Refrigerators and freezer
8. Electric range/oven
9. Microwave
10. Dishtowels (*please leave used towels in the red basket for laundry pickup.*)

YOU MAY NOT USE:

1. Our paper products (cups, plates, utensils, napkins)
2. Gas stove*
3. Dishwasher*
*(*these are pieces of commercial equipment and require some familiarity with their usage. One of our trained members needs to be present for their use.)*
4. Please do not remove any item from the facility.
5. Alcohol is not permitted on the premises.
6. Smoking is not permitted inside the facility.

THE FIRE SUPPRESSION SYSTEM

Over the stoves is a commercial grade fire suppression system. It works in conjunction with the exhaust fan and gas flow to the gas stove. If there is a stove fire, it will activate itself, turning off the gas and extinguishing the fire (and makes quite a mess). In the event of a fire, we ask that you dial 911 and do not interfere with the automatic suppression system. Please contact our Trustee contact person immediately.

BEFORE YOU LEAVE:

1. Wash all dishes, clean counter tops, stove, tables and chairs
2. Dry mop the floors (brooms and mops are in Supply Closet in the kitchen.)
3. Wet mop all spills and tracks in kitchen and fellowship hall.
4. If electric oven is used, clean any spills on the inside.
5. Make sure all of your food is out of the refrigerator. If you have leftovers, please supply your own storage containers and take them with you.
6. Please make sure that any debris left outside in the yard or parking lot has also been picked up and properly discarded.
7. Empty all trash cans and place (bagged) in the green trash bin on the back stoop.
8. If you use decorations, please remember:
 - a. Not to use tape on painted surfaces.
 - b. To remove all pieces of tape, streamers, balloons, and other decorations when function is concluded.
 - c. Not to use tables or chairs as ladders (*a stepladder is available in one of the storage closets*).
 - d. Not to use tape on the floor (*even after removed, it's sticky residue still causes a mess*).

SOME HELPFUL HINTS

1. The heating and air conditioning system works best when the windows and doors are closed. (*Besides, being near a cow pasture, we are forever dealing with flies!*)
2. Our tables are designed to hold all the food you could place upon them. They are not however designed to hold people.
3. The sliding light switches in the fellowship hall, require a "click" before they are completely off.
4. The fire marshal requires that the doors between the fellowship hall and the foyer remain closed.
5. Dancing in dress shoes frequently leaves black skid marks. You can either consider dancing in "sock feet" or be prepared for an additional \$50 charge for buffing the floor.

BORROWING OF CHAIRS, TABLES & OTHER EQUIPMENT

- No loaning of equipment to non-members is permitted
- Members may borrow equipment by contacting the Trustees representative, Sandy Cupp, who will sign out the equipment and sign-in upon return

IN SUMMARY, the building should be left in the condition in which it was found. If you unlock it, lock it before you leave; if you turn it on, turn it off; if you mess it up, clean it up.