

PROCEDURE FOR RENTAL OF FELLOWSHIP HALL

1. Give all pertinent information concerning rental of hall by phone or in person.
 - a. Availability
 - b. Cost of rental - \$50.00 members, \$150.00 non-members.
 - c. Emphasize refrigerators may be used, but no stoves, ovens, etc.
 - d. Emphasize **no smoking and no alcoholic beverages are permitted.**
 - e. Tables and chairs must be left as when they arrived.
 - f. All trash must be cleaned up and bagged.
 - g. Set up time close to event to give keys and complete an orientation.
2. Write event on building use calendar.
3. Alert custodian to event.
4.
 - a. Collect fee
 - b. Fill out a receipt – give renter the original, the fee and the yellow receipt is put in filing cabinet for Treasurer – pink receipt stays in book.
 - c. Have renter sign the Indemnification Agreement. Give renter original after making a copy of our records.
 - d. Give renter a Copy of Specifications for the use of Church Property. Have renter read, initial and make copy to be attached to our copy of the Indemnification Agreement.
 - e. Give renter keys – show the process for use of air conditioners, lights. Explain the importance of turning off air and lights. Again remind renter no smoking or any alcoholic beverages.
 - f. Show renter how to double lock the doors as they leave and the mail drop for the keys.