

Building Application

Policies and Procedures

	Member	Non-Member fees must be paid in cash	Church Sponsored Event	Other Non-profit
F. Hall & Kitchen	\$85	\$175	\$0	\$50
FUNERAL DINNERS	TBD	TBD + custodian	--	---
Youth Center	\$25	\$75	\$0	\$25
Classroom or Parlor	\$20	\$40	\$0	\$0
Pavilion	\$0	\$50	\$0	\$0
Custodial*	\$60	\$60	\$0	\$60
Security Deposit	\$60	\$60	\$0	\$

*Custodial fee is required for weddings and non-member funeral dinners. For other events, the Security Deposit will be applied to the custodial fee if the renter does not follow the clean-up procedures listed below.

Clean up Procedures for Fellowship Hall and Youth Center

All items used in kitchen are to be cleaned and returned to proper place.

All counters, tables, chairs are to be cleaned.

Chairs and tables are to be returned to their original placement unless instructed otherwise by church.

Spills are to be wiped; spills on carpet come up with cold, damp cloth.

Wastebaskets are to be emptied and garbage bags placed in dumpster which is on the west side of the building.

Floors must be swept.

All left-over and unused food is to be removed from kitchen.

Make sure all doors are closed, outside doors are locked, and lights are turned off.

Scheduling

To rent any space call the church office at (330) 538-3936.

Rental is on a first come first served basis.

The secretary handles all scheduling.

Approval for rental is based on payment of deposit and the signed agreement to follow procedures.

Your event is secured on calendar when signed agreement and deposit is turned into office.

All other fees must be paid no later than 1 week before event.

Wedding fee for organist, minister, and custodian can be made at rehearsal instead of 1 week before.

Opening and Closing Church

A Temporary Code will be given to the person who signs the agreement. The secretary will show signee how to use the code, unlock and lock doors.

General Building Policies

No outside for-profit, professional, commercial, or political organization will be permitted to use church.

No Alcoholic beverages allowed on church property.

Smoking is prohibited inside church facilities.

No rice or bird seed can be thrown on church property.

Curfew for use of facilities is 12:00 midnight.

Special exceptions concerning use of church property will rest with the Board of Trustees.

Set-up time is limited to one hour before event unless prior approval by church office.

Persons or organizations using the facility are responsible for damages. Notify the Board of Trustees of any breakage or damage.

Limited access: disciplining of children and limiting their access to only the areas rented is the parents' responsibility. Supervision of children in restrooms is required.

No items (tables, chairs, dishes, etc.) may be removed from facilities. No church property should be removed from its given location without consent of Board of Trustees.

