

FELLOWSHIP HALL GUIDELINES

One important aspect of our life as Christians is our fellowship with our brothers and sisters in Christ. The New Testament word for this is koinonia. Friendship has been blessed with the facilities that enable us to foster Christian fellowship in our community. Our Fellowship Hall is open for use by our church family members and our community. In order to better facilitate our common usage of these facilities, the following guidelines shall be observed.

SCHEDULING CONSIDERATIONS:

- All those desiring to use the Fellowship Hall shall contact the Parish Administrator.
- Events not scheduled in the church's master calendar as kept by the Parish Administrator may be precluded by events previously scheduled.
- Schedule requests shall be considered in the order in which they are received. The Parish Administrator will not begin accepting scheduling requests before October 1 of the prior year (i.e., Oct. 1, 2006 for requests for the 2007 calendar year).
- The Church Council reserves the right to preclude any group from using the Fellowship Hall if such use is deemed to be outside the mission of the church.

TERMS OF USAGE:

- Smoking is prohibited inside the buildings.
- No alcoholic beverages will be consumed on church property.
- The user is responsible for keeping guests in the Fellowship Hall and entryway (i.e., not in the remainder of the building) unless the user specifically requests permission to use other parts of the building at the time of scheduling.
- All users are expected to remember that the facility is part of God's house. As such, behavior befitting Christians is expected at all times.
- All decorations used in the Fellowship Hall shall reflect the Christian environment of the facility. Nothing shall be attached to the walls and/or ceilings.
- Only a council approved audio/visual operator may operate the audio/visual system.
- The partition shall be opened/closed only by the appropriate church staff. Unless notified, the partition will remain in the standard operating position. Please discuss with the Parish Administrator.

USER RESPONSIBILITIES

- Cleaning tables;
- Removing all trash;
- Replacing trash bags;
- Turning off all lights and appliances after use;
- Ensuring that all cooking and eating utensils are clean and returned to their proper storage location;
- Ensuring that the counter tops, stove, ovens and sinks are clean;
- Rearranging tables and chairs in the Fellowship Hall;
- Vacuuming the Fellowship Hall floors;
- Vacuuming and mopping the kitchen floor;
- Ensuring that the hall is generally clean, locked and secure
- Ensuring that all areas of the restrooms are clean, that trash has been removed;
- Any tablecloths used should be cleaned and returned in good condition;

SPECIAL CONDITIONS FOR NON-CHURCH SPONSORED EVENTS:

- The user shall be responsible for providing all consumables (napkins, paper towels, paper table cloths, salt, pepper, plastic eating utensils, disposable plates and cups, etc.).

CLEANING DEPOSIT/FEE:

- A cleaning deposit of \$50.00 shall be paid to the Parish Administrator at the time of reservation. Checks should be made payable to Friendship Lutheran Church. Following a post-event inspection, the cleaning deposit will be returned to the user if the hall is found to be in satisfactory condition and the User Responsibilities listed above are complete. If the hall is not found to be in satisfactory condition, the deposit will be given to the Sexton as a cleaning fee.
- If the user wishes to have the Sexton clean the Fellowship Hall, the user should indicate this when the reservation is made and the deposit shall become a cleaning fee which will be given to the Sexton. In such a case, the user shall still be responsible for the following:
 - Cleaning tables;
 - Turning off all lights and appliances after use;
 - Ensuring that all cooking and eating utensils are clean and returned to their proper storage location;
 - Ensuring that the counter tops, stove, ovens and sinks are clean;
 - Ensuring that the hall is generally clean, locked and secure
- Realizing that we are facing constantly rising utility costs for heating, cooling and lighting, users for non-church sponsored events may wish to consider a token donation to help defray the costs of these items.

NON-MEMBER USE

Following our belief that allowing non-members to use our facilities is part of our ministry to the larger community, the Fellowship Hall shall be available for use by persons who are not members of Friendship Lutheran Church for the following activities:

- Birthday/Anniversary Parties
- Family Reunions
- Wedding Receptions when the church facility is used for the ceremony. (Wedding receptions are subject to additional Wedding Guidelines, as published separately).
- Events hosted by other church-related organizations that are not in conflict with the ministry and teachings of Friendship Lutheran Church.
- Other activities as approved by the Church Council at a regularly scheduled meeting.

Non-members desiring to use the Fellowship Hall must contact the Parish Administrator for scheduling. All requests for non-member use should be made as far in advance as possible. In all cases involving other uses not outlined above, the request should be made no later than 60 days in advance of the event to allow sufficient time for Council consideration.

Non-members shall be charged \$50 to help defray the costs of operation of the building in addition to the cleaning deposit as outlined above.

All other terms and conditions of use shall apply.