

CHRISTIANA LUTHERAN CHURCH FELLOWSHIP HALL GUIDELINES

The fellowship hall may be used when reservations are made through the church office. Please check the church website to determine availability prior to contacting the church office. Church-related events are given priority on the reservation calendar. Otherwise, reservations are made on a first-come, first-served basis.

DURING EVENT:

- No alcoholic beverages are allowed inside the building or anywhere else on church property.
- No disrespectful music may be played.

BEFORE LEAVING ENSURE THAT:

	1. All food and drink served at your event have been removed from the building.
	2. Any dishes, pots and pans that were used are washed, dried and returned to their proper storage location.
	3. All faucets are turned off in the kitchen and bathrooms.
	4. Toilets are not running.
	5. All trash cans have been emptied and trash has been placed in the dumpster at the back of the building. Leave a voice message for the church office if the dumpster is overflowing.
	6. Floors have been swept and vacuumed. NO EXCEPTIONS.
	7. Tile floor has been mopped – USE WATER ONLY.
	8. During the summer, both thermostat switches are set to “OFF”. During the winter, the right thermostat is set to “OFF” and the left is set to 50 degrees.
	9. All lights and ceiling fans are turned off.
	10. The front door, back doors, and the kitchen door are locked.
	11. The key is returned to the church office on the next business day.

Return signed guidelines to the church office following the event.

Signature

Anyone who leaves the fellowship hall unclean or in disorder is subject to being billed \$100.00 for a commercial cleaning service & could forfeit all future usage.