

Bethania Moravian Church Kitchen/Fellowship Hall Rules and Regulations

The church kitchen and/or fellowship hall belong to the Bethania congregation for your enjoyment. However, for the safety of everyone concerned, the Trustees respectfully requests that all of the following guidelines be observed when utilizing the kitchen and/or fellowship hall. Use of the facilities is a privilege that can be revoked at anytime. If you or your group takes advantage of these privileges, your next request may be turned down.

Events must be scheduled on the church calendar through the **church secretary**. All Special Events Request Forms must be turned into the church office to see if there are any scheduling conflicts. Any use of the facilities must be approved by the Board of Elders. The Board of Elders meet on the Fourth Tuesday of each month. Plan ahead so your event can be reviewed at a regularly scheduled meeting. Scheduling is based on "FIRST COME, FIRST SERVED" basis for all functions excluding funerals. Your event will be turned down (no exceptions) if the office does not have your signed copy of the rules and regulations when your request form is filled out. If you have questions concerning these rules, please contact the church office at 336-922-1284 or bethaniamoravian@triad.twcbc.com.

Only areas or rooms requested and approved may be used.

In the event of calendar conflicts, church activities receive priority.

No alcoholic beverages, smoking, and/or illegal drugs are ever permitted for any reasons.

All decorations shall be temporary. Do not use any supplies that will damage walls, window treatments, window sills, etc. to secure decorations. All furniture must be returned to its original place before you leave.

Users will be charged replacement or repair costs for any damage to church property or its contents during its use. If you find damage, please report it to the church office immediately.

Caterers and non-members are allowed to use the kitchen for a staging area only, and if needed, may use the icemaker.

The facilities should be cleaned immediately following the function.

Users must clean the fellowship hall and bathrooms themselves, including taking all trash to the dumpster and replacing all liners. No trash from outside events will be allowed in the dumpster. Failure to do so will result in a fee being charged even to members.

A \$300.00 charge and a \$100.00 deposit is required for use of the fellowship hall by non-members. The deposit will be refunded in full or in part depending on the condition in which the facilities are left. To be determined by the Trustee Chair or its representative. The fee and deposit for use of the facilities must be paid immediately following being notified that your request was approved.

Do not leave any leftover food in the refrigerators, freezers, on countertops, or in pots and pans. Exclusions to these rules are for the Cruise In, Men's and Women's Fellowship to use for future events.

Close all canisters tightly after use and return to the pantry. (only church groups may use staples in the kitchen for functions involving church activities.)

Close refrigerator and freezer doors tightly.

Wash and put away all dishes, utensils, etc.

Clean off all countertops, stove tops, etc.

Sweep and mop kitchen floor. Vacuum fellowship hall. Wipe bathroom counters and take garbage out. The janitor service is for normal church services and not extra activities unless you have pre-paid for the service (for weddings only).

CAUTION: All pilot lights must be on, including stove eyes, griddle, and ovens.

Do not remove dishes, utensils, and/or accessories from the building without written permission from the Board of Trustees.

Put your name on all personal dishes brought to the church. Pick-up these dishes as soon as possible after the function for which they were brought. During the first week of each month, any dishes that are left without the owner's name on them will be given to Sunnyside Ministry.

If you wish to interchange any furniture or portable equipment from any area of the church, please seek permission from the Chairman of the Trustees (currently Henry Gough) in advance. All items interchanged or borrowed must be returned to their original location immediately after use.

Setting up tables and chairs in the fellowship hall is the responsibility of the group using it. Immediately following the function, the group must return tables and chairs to the placement they were in previously.

In an event of an emergency, please call Henry Gough at 336-416-2081.

No one under 12 yrs of age is ever allowed in the kitchen. Any youth activities should be supervised by an adult at all times.

Turn off all lights and reset air-conditioning/heat to its temperature you found it in. Lock all doors.

Signed _____

Date _____