

**HOUGHTON WESLEYAN CHURCH
APPLICATION FOR USE OF CHURCH FACILITIES**

Applicant _____ **Phone/E-mail** _____

Address _____

Desired Date _____ **Time** _____

Person in charge of clean up _____ **Phone** _____

Sound system needed? ____yes ____no **Candles?** ____yes ____no

Adult supervisor/advisor _____ **Phone/E-mail** _____

Facilities desired--NOTE: The "Fellowship Room" is the upper level of the Community Room; the "Gym" is the lower level of the Community Room (please check all applicable):

____ Church sanctuary ____ Gym ____ Fellowship Room

____ Fireplace ____ Kitchen

____ Nursery (applicant provides two caregivers, one over age 21 and one over age 18)

____ Other (specify) _____

FEES FOR NON-CHURCH SOCIAL ACTIVITIES:

I. Members and affiliates (regular attendees)

Fellowship Room Donation to church suggested

Gym Donation to church suggested

Kitchen \$50 (deposit)

***There will be an additional \$50 fee for the technician if sound equipment needed for fellowship room or gym.

***Kitchen use deposit will be returned if all is in good order. Please follow posted signs. Church custodian will assess the kitchen following event and make decision about the return of deposit. Even if event is catered, a deposit is required. Note: Custodian is responsible for floor clean-up only.

***All requests for sanctuary use must be presented to pastoral staff for prior approval.

II. Non-members and non-affiliates

Fellowship Room \$50

Gym \$50

Kitchen \$100 (\$50 of the \$100 is a deposit)

***There will be an additional \$50 fee for the technician if sound equipment needed for fellowship room or gym.

***Kitchen use deposit will be returned if all is in good order. Please follow posted signs. Church custodian will assess the kitchen following event and make decision about the return of deposit. Even if event is catered, a deposit is required. Note: Custodian is responsible for floor clean-up only.

***All requests for sanctuary use must be presented to pastoral staff for prior approval.

Please make checks payable to HOUGHTON WESLEYAN CHURCH

I understand the policies governing the use of the building and will take full responsibility for the care of the facilities.

Signed _____

February 9, 2010

Houghton Wesleyan Church

Kitchen Protocol and Check-Sheet

We welcome you into the Houghton Wesleyan Church Kitchen.

We hope it is helpful for your event. Below are listed some requirements for its use making it a pleasant arrangement for the loan of our facilities, and providing continued service to others who will follow you.

There is a \$50 deposit for use of the kitchen, which may be waived for our own church groups and HWC members who regularly use the Kitchen.

Your deposit will be returned when the items in the check list below have been accomplished, as shown by your initials in the box by the item:

1. All dishes, utensils, and pots and pans (which you used) were cleaned thoroughly, wiped dry, and returned to their appropriate storage areas.
2. Follow instructions for Bunn Coffee Maker. Remember to empty coffee grounds basket.
3. All food was removed from the premises or arrangements made to have food disposed of. Label food intended for Food Pantry. Please state who is responsible for disposing of food left behind and when: Who (by full name) _____ Telephone for this person _____ . By when food will be removed _____ .
4. All counters and fronts of cabinets were wiped off. If stove was used, stove top and ovens must be wiped clean. No abrasives are to be used on counters and stove top/griddle. Stove and ovens were turned off.
5. Dish Towels. If the church towels were used, they were laundered and returned to the storage drawer.
6. The floor was swept and mopped.
7. All garbage was placed in closed bags and deposited in the dumpster at the back of the church parking lot.

When the check list is completed, you can turn it in to the Administrative Assistant in the Church Office for refund of your deposit.

If you have suggestions for us about the Kitchen or this protocol, please write them on the bottom of this form. Thanks.

The Church Kitchen Committee

February 9, 2010