

Paul King Center Usage Guidelines
Church Sponsored Events/Church Family Rental
Limited to the Lower Level Only

CHURCH SPONSORED EVENTS:

The use of the Kitchen is to be scheduled in the Church Office Building Usage Log with the names of those who will be in charge.

- 1) Check the kitchen and dining room before being used and be sure that they are left in the same order as they were found, including tables & chairs.
- 2) At the end of usage (a) scrub the counter tops, the sinks and stoves, (b) make sure the floors are swept (mopped if needed), (c) the plastic tablecloths are to be wiped off, (c) vacuum as necessary.
- 3) The bags of garbage are to be taken to the dumpster.
- 4) **Do not leave any food in the refrigerator.** The options are: take it home or deliver it to the Interfaith Shelter (Ph # 789-8736).

THE POLICY FOR THE CHURCH FAMILY RENTAL:

The facilities are to be scheduled in advance. Fill out the form located in the Church office. The usage fee is \$50.) A damage deposit of \$50.00 is expected at time of booking. A Custodian fee (\$60.00) will be charged if the area is not cleaned as found.

- 1) Bring your own dishtowels or launder (with bleach) and return the ones to Church.
- 2) Furnish the paper supplies and cutlery you will use.
- 3) No stapling or taping to walls or ceilings.
- 4) **No food is to be left in the refrigerator.**
- 5) **Take the garbage out to the dumpster.**
- 6) **Games are off-limits unless requested and agreed to prior to event. If any damage occurs, the costs of repair will be the responsibility of person in Usage Log.**

Usage is limited to the lower level only, this includes bathrooms. The classrooms downstairs are off-limits. Check the thermostats and return them to their original setting. Turn off all lights. We hope you enjoy using our facilities.

If you have any further questions concerning the kitchen, contact Pat Hesselgrave (750-3472) or Linda Serbantez (784-8368 or 745-3025)

Please complete the check list on the back, sign and leave on counter.