



Rental For a MEMORIAL SERVICE
Fulton Church Facility and Service Use Agreement
Fulton Church Members

Date of Facility Use _____ Times of Facility Use: Start: _____ End: _____
 Contact Information: Name: _____
 Address: _____ City _____ State: _____ Zip: _____
 Phone Number: _____ Email: _____
 Funeral Home: _____ Phone: _____
 Name of Deceased: _____

<i>Required Facility/Services</i>	<i>Fee</i>
Fulton Church Funeral Liaison	\$100
Facility Includes Historic Sanctuary, Gathering Area, Large & Small Kitchens as needed [please indicate], Lower-Level Rooms, Sanctuary	No charge
Audio System Operated by Fulton Church Personnel Only. Not available for outdoor use	\$200
Custodial Services	\$100

<i>Optional Facility/Services</i>	<i>Fee</i>	<i>Reserve?</i>
Luncheon Includes Multi-Purpose Room, Large Kitchen, food following service, set up and clean up	\$150 + Cost of Food	[] Yes [] No
Pastoral Officiant Services	\$150	[] Yes [] No
Pianist/Vocalist(s)	\$150/Person	[] Yes [] No # of vocalists _____
<u>Electronic Piano - For outdoor funeral site</u>	\$100	[] Yes [] No
Estimated Number of Guests		
<u>Total Due</u>		

I agree and will abide by the expectations provided with this form as well as the following:
 All use of the Fulton Church facility should adhere to Fulton Church's Mission to see people:
 > *Growing in Christ* > *Connecting as a family* > *Reaching the community with God's grace*
 No alcoholic beverages on church grounds and no smoking in buildings.
 By signing below, I undersigned I am fully responsible for adhering to all expectations and financially responsible for damages incurred.

 Signature of Renter/ Date

 Approved by/ Date

For Office Use Only:

Handed or sent?
If sent, how?

<ul style="list-style-type: none"> • Copy of signed agreement given or sent to renter 	Date: _____	
<ul style="list-style-type: none"> • Copy of Expectations given or sent to renter 	Date: _____	
<ul style="list-style-type: none"> • Name of Funeral Liaison 	Name: _____	
<ul style="list-style-type: none"> • Placed on Fulton Calendar 		
<ul style="list-style-type: none"> • Custodial Staff Notified 		
<ul style="list-style-type: none"> • Tech Notified as needed (by funeral liaison) 		
<ul style="list-style-type: none"> • Musicians notified as needed (by funeral liaison) 		
<ul style="list-style-type: none"> • Fulton Cares notified if food is being served (by funeral liaison) 		
<ul style="list-style-type: none"> • Total Amount Due 	\$ _____	
<ul style="list-style-type: none"> • Security Deposit Received 	\$ _____ If by check, # _____	
<ul style="list-style-type: none"> • Remaining Payment Received 	\$ _____ If by check, # _____	
<ul style="list-style-type: none"> • \$500 Retainer reimbursement [] Full \$500 Amount [] Partial Amount of \$ _____ • [] \$0 	<ul style="list-style-type: none"> [] Their check returned [] Fulton Church check 	
<ul style="list-style-type: none"> • After-Event walk through/inspection of facility was completed by office staff 	Signature: _____ Date: _____	

Expectations for Facility Use

In an effort to keep cleaning costs minimal, please use our God-given facility with care and with the following general expectations. Thank you!

Gym/Multipurpose Room

- Please put tables and chairs away neatly and carefully.
- Don't forget your personal items, including toys or sports equipment.
- Children are not allowed to go into any closets or into the room above the kitchen.
- *Custodian will clean the floors.*

Gathering Area

- Clean church items used and return to proper location.
- Put chairs neatly under tables and arrange tables in an orderly manner.
- Empty trash and take it to the outside dumpster. Replace trash can liners.
- *Custodian will vacuum floor.*
- *Custodian will sweep small kitchen floor.*
- *Custodian will wipe tables, chairs, counters and stove top.*

Decorations

- Decorations must not damage walls, window treatments, woodwork, etc. Use of nails, screws or tacks is strictly prohibited. Permission may be granted to use non-marring tape or command strips/hooks.
- Decorations may be installed prior to the time of the event if the assigned room(s)/area(s) are available. To be arranged with Liaison.
- All decorations must be removed immediately and completely following the event.

Restrooms

- *Custodian will clean the restrooms.*

Other Common Areas and/or Classrooms

- Put back any items used, including furniture.
- Wipe tables, chairs and stools if needed.
- Vacuum high traffic areas and any areas where food/debris is evident.

Large Kitchen – the following must be done under the guidance of a church approved kitchen liaison

- Clean items used and put away.
- Rinse and wipe out the sinks.
- Empty trash and take it to the outside dumpster. Replace trash can liners.
- Wipe counters, stove tops, microwave (inside and out), and refrigerators if needed.
- Wipe down cabinet and appliance fronts and clean as needed.

Gentle Reminders:

- Fulton Church shall not be held liable for any injuries, damages, or loss or theft of personal property occurring on the premises.
- Children are not to be left unsupervised.
- Cleaning supplies are available in the janitor's closet in the gym.
- If you are the last to leave, please turn off all lights (including restrooms) and appliances.
- Lastly, lock the doors and make sure doors are completely closed.
- Should you need any help, please contact your assigned liaison. The church office # is 608.884.8512. After hours contact Pastor Bob at 414.520.9477 or Pastor Zack at 920.318.6040.