



**Rental for GENERAL Use  
Fulton Church Facility and Service Use Agreement  
Non-Members and Groups**

Purpose of Facility Use: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_  
 Date of Facility Use \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Recurring Event?  Yes  No Frequency: \_\_\_\_\_  
 Contact Information: Name of Person(s)/Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Facility/Services	Fee	Reserve?
<b>Facility</b> Includes Historic Sanctuary, Gathering Area, Small Kitchen, Lower-Level Rooms, Sanctuary  <i>Ongoing/recurring event fee will be determined on a case-by-case basis.</i>	\$100/3 hrs  _____	[ ] Yes [ ] No
<b>Multi-Purpose Room (Gym)</b> Ovens and Refrigerators <u>only</u> in Large Kitchen	\$50/3 hrs	[ ] Yes [ ] No
<b>Full Use of Large Kitchen and Required Kitchen Liaison</b>	\$50/hr	[ ] Yes [ ] No
<b>Audio System</b> Operated by Fulton Church Personnel Only	\$200	[ ] Yes [ ] No
<b>Custodial Services</b>	\$100	[ ] Yes [ ] No
<b>Deposit</b> Required to book the date	\$200	
<b>Total</b>		

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
- No smoking will be allowed in buildings.

**By signing below, I understand I am fully responsible for adhering to all expectations and financially responsible for any damages incurred.**

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Date

For Office Use Only:

Handed or sent?

If sent, how?

<ul style="list-style-type: none"> <li>• Copy of signed agreement given or sent to renter</li> </ul>	Date: _____	
<ul style="list-style-type: none"> <li>• Copy of Expectations given or sent to renter</li> </ul>	Date: _____	
<ul style="list-style-type: none"> <li>• Placed on Fulton Calendar</li> </ul>		
<ul style="list-style-type: none"> <li>• Custodial Staff Notified</li> </ul>		
<ul style="list-style-type: none"> <li>• Tech Notified</li> </ul>		
<ul style="list-style-type: none"> <li>• Kitchen Liaison notified if needed</li> </ul>		
Total Amount Due	\$ _____	
Security Deposit Received	\$ _____ If by check, # _____	
Remaining Payment Received	\$ _____ If by check, # _____	
After-Event walk through/inspection of facility was completed by office staff	Signature: _____ Date: _____	

\*Ongoing or recurring events may incur additional fees to be determined on a case-by-case basis.

## ***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.
- *If you did not purchase custodial services*, please use dust mop to clean floor after use and if needed, use the tennis ball on a stick for rubbing off tread marks.

### **Gathering Area**

- Put chairs neatly under tables and arrange tables in an orderly manner.
- Wipe tables, chairs, counters and stove top.
- Clean church items used and return to proper location.
- Empty trash and take it to the outside dumpster. Replace trash can liners.
- *If you did not purchase custodial services*, please vacuum floor where there was traffic/food.
- *If you did not purchase custodial services*, sweep kitchen floor if you used it.

### **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 the church office.
- All decorations must be removed immediately and completely following the event.

### **Restrooms**

- Please empty trash and replace trash can liners.
- Turn off lights before departure.
- *If you did not purchase custodial services*, please make sure all toilets and urinals have been flushed; Wipe off seats and urinal drips.
- *If you did not purchase custodial services*, please wipe any counters, sinks and mirrors as needed.

### **Other Common Areas and/or Classrooms**

- Put back any items used, including furniture.
- Wipe tables, chairs and stools as 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 all items used and put away.
- Rinse and wipe out the sinks.
- Wipe counters, stove tops, microwave inside and out, refrigerators as needed.
- Wipe down cabinet and appliance fronts and clean as needed.
- Empty trash and take it to the outside dumpster. Replace trash can liners.

### **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.