

Fulton Church General Facility and Service Use Agreement
Non-Members and Groups

Date of Reservation _____

Times of Reservation: Start Time: _____ End Time: _____

Will you need help setting up tables and/or chairs? _____ If so, how many? _____

Contact Information

Name of Person/Organization: _____

Address: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

General Facility and Service Fees

Facility/Services	Fee	Reserve? (Yes/No)
Full Facility	\$100/3 hr.	
Gym Only	\$50/3 hr.	
Big Kitchen Liaison Fee (<i>fully trained Fulton Church Kitchen Liaison required for kitchen use</i>)	\$100/4 hr (\$25 for every additional hour)	
Audio System Technician (<i>Fulton Church personnel only</i>)	\$200 for base services. (See Tech checklist for additional services)	
Old Chapel Only	No Charge	
Gathering Area Only (<i>includes small coffee kitchen</i>)	No Charge	
Lower-Level Rooms Only	No Charge	
Sanctuary Only	No Charge	
Total Fees		

Wedding & Funeral Facility and Service Fees

Facility/Services	Fee	Needed? (Yes/No)
Base Services		
Full Facility	\$600	X
Custodial Services	\$100 base charge. (Additional fees may be charged if needed)	X
Audio System Tech Fees (<i>Note - Fulton Church does not provide tech for outdoor weddings, though we can advise</i>)	\$200 for base services. (See Tech checklist for additional services)	X
Fulton Church Wedding Liaison	\$230	X
Additional Services		
Pastoral Officiant services (<i>includes pre-marriage counseling</i>)	Wedding-\$350 Funeral-\$200	
Use of Main Kitchen (<i>Fulton Church Kitchen Liaison Required-Weddings Only</i>)	\$100 for 4 hours	

	\$25/hr for additional hours	
Funeral Meal	\$150 (plus cost of food)	
Pianist/vocalist <i>(Includes 1 meeting for music planning, rehearsal, and wedding ceremony)</i>	Wedding-\$350 Funeral-\$150	
Electronic Piano (For outdoor weddings)	\$100	
Total Fees		

Please make check(s) out to Fulton Church. Deposit (10% of total fees due) is due in order to finalize reservation.

Facility Use Understandings

I agree that all use of the Fulton Church facility will adhere to Fulton Church's Mission to see people:

- Growing in Christ
- Connecting as a family
- Reaching the community with God's grace

I understand and will abide by the following points, in addition to the points on the back of this form:

- No alcoholic beverages on church grounds
- No smoking will be allowed in buildings; smoking will be allowed outside
- The undersigned will take responsibility for all damages incurred during event(s)

Signature

Date

For office use only:

Approved By:	
Date:	
Copy Given to Renter	
Placed on Fulton Calendar	
Name of Wedding Liaison Assigned (if applicable)	
Custodial Staff Notified	
Check Received	
Check Amount & #	

In an effort to keep cleaning costs minimal, please use our God-given facility with care and with the following general guidelines, if you are not holding a wedding or funeral. We want to ensure our facility is ready for others to enjoy any day of the week, but especially on Sunday mornings. Thank you so much.

Gym/Multipurpose Room

- Please put away all tables and chairs 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
- Use dust mop to clear 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
- Vacuum floor where food has been eaten
- Sweep small kitchen floor
- Wipe tables, chairs, counters and stove top
- Clean any church items used

Restrooms

- Make sure all toilet and urinals have been flushed; Wipe off seats and urinal drips
- Wipe any counters, sinks and mirrors if needed
- Please do not leave any diapers in the trash
- Replace any toilet paper and towels if needed

Other Common Areas and/or Classrooms

- Put away all items used, including any furniture
- Wipe tables, chairs and stools if needed
- Vacuum any areas where food was eaten

Large Kitchen - Church approved kitchen staff required to be present

- Do not use stainless steel cleaners
- Clean all items used
- Rinse and wipe out the sinks
- Empty trash and take to the dumpster outside. Replace trash can liners.
- Wipe counters, stove tops, microwave inside and out, refrigerators if needed
- Check all cabinet and appliance fronts and clean as needed

Gentle reminders:

- Children are not to be left unsupervised, especially in the youth room
- Cleaning supplies are available in the janitor's closet in the gym
- If you are the last to leave, please turn off all lights and appliances
- Last, but not least, lock the doors and make sure doors are completely closed
- Should you need any help, please contact _____

