



**Rental For a MEMORIAL SERVICE**  
**Fulton Church Facility and Service Use Agreement**  
**Non-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><b>Required Facility/Services</b></i>	<i><b>Fee</b></i>
<b><u>Fulton Church Funeral Liaison</u></b>	\$150
<b>Facility</b> (includes Historic Sanctuary, Gathering Area, Small Kitchen, Sanctuary)	\$500
<b>Audio System</b> Operated by Fulton Church Personnel Only. Not available for outdoor use	\$200
<b>Custodial Services</b>	\$100

<i><b>Optional Facility/Services</b></i>	<i><b>Fee</b></i>	<i><b>Reserve?</b></i>
<b>Multi-Purpose Room (Gym)</b>	\$50	[ ] Yes [ ] No
<b><u>Full Use of Large Kitchen and Required Kitchen Liaison</u></b>	\$150	[ ] Yes [ ] No
<b><u>Pastoral Officiant Services</u></b>	\$200	[ ] Yes [ ] No
<b>Pianist/Vocalist(s)</b>	\$150/Person	[ ] Yes [ ] No # of vocalists _____
<b><u>Electronic Piano - For outdoor use</u></b>	\$100	[ ] Yes [ ] No
<b><u>Total Due + 500 Deposit</u></b> All or part of the Deposit will be returned if expectations were followed and no damage occurred.		

*I agree and will abide by the expectations provided with this form as well as the following:*

No alcoholic beverages on church grounds and No smoking in buildings.

*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*

By signing below, I understand 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?

• Copy of signed agreement given or sent to renter	Date: _____	
• Copy of Expectations given or sent to renter	Date: _____	
• Name of Funeral Liaison	Name: _____	
• Placed on Fulton Calendar		
• Custodial Staff Notified		
• Tech Notified as needed (by funeral liaison)		
• Musicians notified as needed (by funeral liaison)		
• Fulton Cares notified if food is being served • (by funeral liaison)		
• Total Amount Due	\$ _____	
• Security Deposit Received	\$ _____ If by check, # _____	
• Remaining Payment Received	\$ _____ If by check, # _____	
• \$500 Retainer reimbursement [ ] Full \$500 Amount [ ] Partial Amount of \$ _____ [ ] \$0	[ ] Their check returned [ ] Fulton Church check	
• 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.