



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

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	Charges
<input type="checkbox"/> Facility 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>	\$0	\$0
<input type="checkbox"/> Multi-Purpose Room (Gym) Ovens and Refrigerators <u>only</u> in Large Kitchen	\$0	\$0
<input type="checkbox"/> Use of Large Kitchen and Required Kitchen Liaison (Extra fee for dish rental and dishwasher operator)	\$50/hr	
<input type="checkbox"/> Audio System Operated by Fulton Church Personnel Only	\$200	
<input type="checkbox"/> <u>Custodial Services</u>	\$100	
Total	--	

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?

• Copy of signed agreement given or sent to renter	Date: _____	
• Copy of Expectations given or sent to renter	Date: _____	
• Placed on Fulton Calendar		
• Custodial Staff Notified		
• Tech Notified		
• Kitchen Liaison notified if needed		
• 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: _____ _____	

*Some ongoing or recurring events fees will 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.

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!
- 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 any church items used and put away.
- 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.
- If you did not purchase custodial services, please empty trash and take it to the dumpster outside - south of the building. Replace trash can liners. (Liners located in small kitchen closet.)

Decorations

- Decorations must not damage walls, window treatments, woodwork, etc. Use of nails, screws or tacks is strictly prohibited. Non-marring tape or command strips may be used by permission.
- Decorations may be installed prior to the time of the event provided they are completed during normal church hours, and the assigned room(s)/area(s) are available.
- All decorations must be removed immediately and completely following the event.

Restrooms

- Please do not leave any diapers in the trash.
- 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 all items used, including any furniture.
- Wipe tables, chairs and stools as needed.
- If you did not purchase custodial services, please vacuum any areas where there was traffic/food.

Large Kitchen – Church approved kitchen liaison required to be present!

- Do not use stainless steel cleaners.
- Clean all items used and put away.
- Kitchen staff will rinse and wipe out the sinks.
- Kitchen staff will wipe counters, stove tops, microwave inside and out, refrigerators as needed.
- Kitchen staff will check all cabinet and appliance fronts and clean as needed.
- If you did not purchase custodial services, please empty trash and take it to the dumpster outside - south of the building. Replace trash can liners.

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 the church office at 608.884.8512 or if after hours, Pastor Bob at 414.520.9477 or Pastor Zack at 920.318.6040.