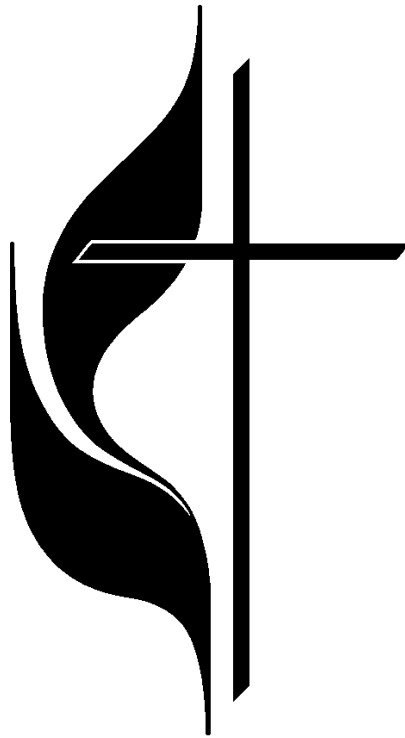


*The
Celebration Policy
(Fellowship Hall
& Kitchen Use Guidelines)*

(Updated 6/1/2009)



Englewood United Methodist Church
300 S. Circle Drive
P. O. Box 7128
Rocky Mount, North Carolina 27804
www.EnglewoodUMeth.com
(252) 443-2926

CELEBRATION SERVICE COORDINATOR

Committee: Evelyn Glover, Chairperson
Frances Johnson
Carolyn Clay
Llewellyn Edmondson
Debbie Robertson
Kelly Tyndall

1. A member of this Committee will be assigned to each event. This Committee Member (Celebration Service Coordinator) will act as overseer of the event. She will have the authority to carry out the policies set by the church.
2. The Celebration Service Coordinator will meet with the user at least one month prior to the event, to go over the policies, use of equipment, etc.
3. The Celebration Service Coordinator will be present at the event as a resource person—about 1 hour prior to the event and remain until the event is over.
4. The Celebration Service Coordinator has the authority to make final decisions in all matters regarding the activities while you are in the church building.
5. Fees:

Use of Fellowship Hall/Kitchen	\$100.00
Sexton (In addition to the use fee)	\$100.00
Celebration Service Coordinator	\$ 50.00

ENGLEWOOD UNITED METHODIST CHURCH (EUMC)

POLICIES FOR USE OF THE FELLOWSHIP HALL/KITCHEN

It is the policy of the Englewood United Methodist Church that its Fellowship Hall/Kitchen be used primarily for church related and church sponsored activities. Use of the Fellowship Hall/Kitchen by enterprises or organizations operated for profit shall not be permitted.

PRIORITY OF USES

The following priorities are established for use of the Fellowship Hall/Kitchen and related facilities:

- A. Church related activities (worship services, family night, church programs, youth activities, meetings, etc.)
- B. Church sponsored activities (scout troops)
- C. Other activities as approved by the Board of Trustees.

Within the above categories, activities that occur on a regularly scheduled basis shall be given priority over non-recurring or irregularly scheduled activities. Use on a regularly scheduled basis is contingent upon a written request submitted annually to the Board of Trustees.

A calendar for use of the Fellowship Hall/Kitchen shall be maintained in the church office. All requests to use the facility shall be presented to the church office administrator on a form supplied by the church. Any such request submitted by a group/organization not affiliated with EUMC shall be referred to the Board of Trustees.

Each group or organization using the Fellowship Hall/Kitchen shall designate in writing one responsible person who shall ensure compliance with the following policies and conditions:

- A. The removal or transfer of furniture, tables, chairs, kitchen appliances, china, crystal, silverware, or any other property from EUMC shall not be permitted.
- B. Use of the kitchen facilities shall be permitted only under supervision of a responsible person who has been trained to use the kitchen equipment. The kitchen policies shall be posted in the kitchen and shall be strictly observed.
- C. In the event of damage or destruction of any church property (furniture, appliances, china, crystal, silverware, or any other property), the group using the facility shall reimburse EUMC for the full cost of repair or replacement of the damaged property.
- D. At the conclusion of the activity, all chairs, tables, or other items shall be returned to the proper areas, all trash shall be removed from the building and placed in the appropriate trash receptacle and the area used left in good order. A chart showing how the Fellowship Hall should be set up is posted on the Bulletin Board located in the kitchen.
- E. EUMC IS A NON-SMOKING FACILITY. THE CONSUMPTION OR USE OF ALCOHOLIC BEVERAGES OR DRUGS ON THE PREMISES OF EUMC IS PROHIBITED.**
- F. Permission to use the Fellowship Hall/Kitchen does not include use of classrooms, offices, parlor, sanctuary, or other areas of the church.

- G. FOOD AND BEVERAGES MAY BE SERVED AND CONSUMED ONLY IN THE FELLOWSHIP HALL/ KITCHEN AREA.**
- H. The kitchen must be thoroughly cleaned before leaving the facility. ALL ITEMS USED MUST BE RETURNED TO THE CABINETS OR DRAWERS ACCORDING TO LABELS ON CABINET DOORS OR DRAWERS.**
- I.* All cleaning supplies shall be stored under the sink - not in the window.
- J.* Cleaning supplies used with commercial dishwasher should be stored in the dishwasher area.
- K.* Leave counter tops clear, except for Microwave.

Questions / Notes

