

Kennedy United Methodist Church Facility Use Instructions

Function: _____

Person in charge: _____

Phone Number: _____

Date (s) of Use: _____

Time Period: _____

Space Requested: _____

When using the facility, if anything is wrong or if there is an incident – please call Mike Telford at 267-5305, Steve Hatfield at 665-2607, Pastor Jennifer at 287-3099 or the church office at 267-2645 if during normal business hours.

Expectations

Please leave the building as you found it.

Turn off lights.

Lock doors.

Check bathrooms – flush toilets – Be sure the toilet water is not running when you leave.

Please take all garbage with you.

No taping things to the walls.

No use of “Silly String” or glitter of any kind.

Cover tables with plastic tablecloths when doing craft projects – especially paint or glue.

Wipe down tables.

Sweep or mop floor.

Please do not leave any projects – if you make it, you take it.

Kitchen use – make sure oven is turned off; no food products left on counters or in the refrigerators; make sure refrigerator doors are closed.

I have reviewed the expectations and am aware of these. I have received a copy of this instruction sheet for my file.

Signatures: _____

Pastor or Trustee

Date: _____