**Kantner United Methodist Church**

**Policy for use of Fellowship Hall**

**December 30, 2022**

1. Smoking is not permitted anywhere in the building or on the grounds of the Kantner United Methodist Church.
2. Alcoholic beverages are not permitted anywhere in the building or on the grounds of the Kantner United Methodist Church.
3. Please do not nail any decorations to any wall.
4. Helium balloons with ribbons, string or any other appendages are not allowed.
5. Gatherings should stay on the main floor in the Fellowship Hall. No roaming through the building.
6. Catering will be addressed on an individual basis. Catering should be handled by a reputable business. Individuals engaging a caterer are responsible for returning containers, utensils, etc. to the caterer and for the condition of the Fellowship Hall following use.
7. Church groups should have their activities posted as early as possible on the calendar in Heritage Hall to secure their date. Also, they should leave a note or email the church secretary at kumoffice@yahoo.com so that the electronic calendar on the church web page can also be updated. Families, individuals, or those outside the church must reserve a date through the church secretary.
8. There is a flat fee for people who do not have a connection to KUMC. (this does not apply to members or regular church attendees) using either the Fellowship Hall and/or the kitchen. The fee is $100 and is to be paid to the treasurer prior to the event. Certain church sponsored non-profit organizations are exempt from the fee.
9. The Fellowship Hall and kitchen should be cleaned according to the cleaning instructions. If not cleaned appropriately, a fee will be assessed.
10. If you plan to use the kitchen facilities a church member must be present and remain the entire time.
11. There will be no lending or renting of any furnishings in the Fellowship Hall.
12. If furnishings are moved, they must be returned to original positions prior to leaving. Please leave the facility how you found it!
13. Enjoy your event!

**Cleaning Instructions**

**Fellowship Hall:**

1. Wash all counter tops with warm soapy water.

2. Carpet must be vacuumed including under tables and chairs.

3. All spills or spots on tables, chairs and carpet are to be cleaned.

**Kitchen:**

1. Wash all counter tops with warm soapy water.
2. Wash refrigerator and stove surfaces with warm soapy water.
3. All utensils, dishes, silverware, etc. must be washed and put away in their assigned places.
4. Clean sinks.
5. Sweep floor, clean and scrub any spills and spots.