

RENTING OUR FACILITIES

For members and participants of Elkhart Christian Church, the fees for sanctuary and fellowship hall usage have been waived. Use of the building for weddings, receptions, and large gatherings can be scheduled through the office, provided the building is not previously scheduled. To secure use of the building for your event, on the date you desire, a \$100.00 cleaning deposit is required, and payable in the office. Responsibility for the care and cleaning of the facilities will be with each group or member sponsoring the event. Damage or breakage will also fall under that same responsibility.

CLEANING DEPOSIT

The \$100.00 deposit is a refundable deposit available after the designated church representative and/or pastor has approved the clean-up. The deposit should be made as soon as possible to reserve the facilities, but it must be made at least one week prior to the event.

For any occasion or event at the church, it is recommended that the persons contracting for the building usage designate someone to be responsible for organizing the clean-up and securing the approval and deposit from the designated church representative.

KITCHEN ETIQUETTE

After kitchen use, please clean the kitchen. This will include removing trash, washing all used dishtowels and cloths and returning them to the church as soon as possible, removing all leftover food and drink from the refrigerators. Please report any breakage or non-working appliances to Sandi Gaulke or Michelle Brown. All kitchen dishes and small appliances are available for use but please do not remove from premises

USAGE FEES

For non-participating members the building use policy is the same. The usage fees are as follows:

Use of the Sanctuary	\$25.00
Use of the Fellowship Hall	\$25.00

The following fees are set for the CWF's Service:

Serving for participating members

Large group gathering (50 or more)	\$50.00
Small gathering (up to 50)	\$25.00

Serving for non-participating members

Large gathering (25 or more)	\$100.00
Small gathering (up to 25)	\$40.00

POLICY

1. Food and drink are not allowed in the sanctuary.
2. No alcoholic beverages are allowed on church premises.
3. No smoking is allowed in the church building.
4. No long-distance/toll calls may be placed on the church phone.
5. When you use the kitchen, please clean it! Please report anything not working to a trustee. Any

items left in the kitchen that are not for kitchen work will be removed.

6. When you use dishtowels and cloths, please wash them and bring them back as soon as possible.
7. If it is necessary to move the communion table, chairs, or pulpit in the sanctuary they must be returned to their proper position after use.
8. Chairs and tables may be used in the fellowship hall. Please clean them after using.
9. Please make sure the lights are turned off, and the window air-conditioners are turned off as well.
10. Please do not adjust thermostats.
11. All trash is to be placed in garbage bags and taken to the dumpster just south of the church.
12. Extra garbage bags are in the closet between the kitchen and bathrooms.
13. Decorations for the sanctuary and fellowship hall must be approved by the minister or designated person. The purpose of this is to prevent harsh adhesives on the finished pews, candle wax on the floor or other potential damage.
14. Bird seed and rice are not allowed on the church premises. This also includes confetti and other similar substances.

**A member of the kitchen staff will serve as liaison with the designated person from the party using the building.*

***Kitchen Rent for Participating and Nonparticipating members must also be paid in addition to Serving Charge.*