



LAVERGNE FIRST UNITED METHODIST CHURCH

Fellowship Hall and Kitchen

Reservation Request and Guideline

CHURCH MEMBERS ONLY

Facilities must be reserved through the church office for verification of availability.

A fee of \$50.00 will be paid in advance for ALL events that are not sponsored by the church or a Sunday School class. An inspection will take place with a Trustee representative after the event to insure the area has been left clean. A poor after-event inspection could result in an individual not being able to use the Fellowship Hall/Kitchen area again.

The result of this inspection is non-negotiable.

The supplies in the kitchen are the property of LFUMC. No supplies will be used ***unless previously approved by the Kitchen Manager***. This includes, but is not limited to coffee, coffee filters, cups, plates and any food. This is church property for church functions. The Trustee Committee is not responsible for the use of kitchen items.

Lack of attention to the following areas will result in inability to reserve facility again:

1. If use is previously approved. all dishes must be washed, dried and returned to the proper cabinets or drawers.
2. All floors must be swept. If food is served in Fellowship Hall, floors will also need to be mopped.
3. All cabinets, sinks, stove, microwave and other areas used must be left in a clean condition.
4. All trash must be removed from the kitchen and bathroom areas to the bins located in the back parking lot. ALL TRASH MUST BE BAGGED. Loose trash will not be hauled away.
5. Tables and chairs must be returned to the carts in an orderly fashion.
6. All food brought in should be removed from the cabinets and refrigerator and disposed of properly. No food brought in is to be left for later use.
7. Turn off all lights in the kitchen, Fellowship Hall, and bathrooms.

Reservation Date and Time: _____

Facility Being Used For _____

I have inspected the facilities prior to my event and found the facility to be in good condition unless otherwise noted. I accept this room after / without inspection.

I have read the above and accept all terms.

Requested By/Responsible Party

Date

Trustees Authorization

Date