

New Hope UMC Fellowship Hall Usage Guidelines

(Revised 01/09)

1. Reservations:

- Reservations are to be made through Mrs. Zalia Hawkins and then recorded on the calendar located in the breezeway between the church and fellowship hall. Church functions take precedent over private functions.
- Members may make reservations directly through Mrs. Zalia Hawkins. Non-members must be approved by the board of trustees.
- Facility is not to be used by any individuals for profit making functions or political purposes.

2. General Rules:

- No use of alcoholic beverages or tobacco products in any part of the building.
- All decorations and personal equipment is to be removed from the building immediately following function.
- Do not fasten anything to the walls unless absolutely necessary. If so, do not use tape. Use thumb tacks or something that would only leave a small hole that could be filled with paint.
- In order to protect the floor, wipe shoes thoroughly before entering the building. Wipe spills up immediately.
- Rice, bird seed, confetti, etc. may not be thrown in any part of the building. If anything is thrown outside, it must be bird seed.

3. Opening and closing the building:

- When unlocking the facility, inspect it to make sure everything is okay. Report anything found wrong to the trustees or chairman of the Administrative Council immediately.
- The person reserving the building is responsible for the guests, equipment, clean up, and will be held accountable for any damage.
- Trash must be carried off after every event. All dishes, silverware, pots, pans, trays, etc. must be washed, dried, and returned to their proper cabinets.
- Perishable items may not be left in the refrigerator for more than twenty-four hours after an event. Non perishable items may be left indefinitely if they are in containers and well closed.
- Before closing the building, make sure it is cleaned and in as good or better condition than when it was opened. Make sure all lights are out, electrical appliances and heat/air conditioner is off, and all doors are locked.