

FACILITY RENTAL INFORMATION-The First Church (2018)

- **Please note that all requests must be approved by the Senior Pastor.**

Regulations:

1. No alcoholic beverages are permitted.
2. Full rental fee must be paid at least five working days before the date of reservation.
3. Deposit of \$25 is requested upon making the reservation.
4. Kitchen equipment may not be removed from the premises.
5. Replacement charges will be assessed for broken dishes.
6. No scotch tape on the walls.
7. No smoking anywhere in the building.
8. **Those using The First Church facilities are responsible for any needed set-up in rooms being used. You are also responsible for returning those rooms to the condition in which you found it.**
9. For weddings: if you are throwing bird seed, please do not bring any into the building.

SERVICE FEES:

1. The dishwasher is not to be used by anyone except designated operators. They are paid an additional \$15/hour each.
2. The operator for the sound system is paid an additional \$15/hour each.

PLEASE SEE OPPOSITE SIDE FOR THE FEE SCHEDULE.