



The Church of the Good Shepherd

Space Use Policies and Request

General Policies

1. The fee to reserve the parish hall is \$300 for members of the parish and \$600 for non-members, due at least fifteen days before the scheduled event. For a full refund, the reservation must be cancelled ten days or more before the scheduled event.
2. If the church determines that the following guidelines for "Clean Up and Trash Disposal" have been observed, one-half of the fee will be refunded (\$150 for members, \$300 for non-members) within fourteen days after the event.
3. The contact person (must be over 18 years of age) is responsible for the conduct of participants.
4. The event shall be contained to the space assigned (e.g. if the fellowship hall is the assigned space, no one should enter or use another room).
5. Church equipment and supplies may only be used if arrangements are made with the parish administrator in advance.
6. No tables or chairs are to be removed from any room.
7. Do not attach anything to the walls or ceiling that would damage the area.
8. Glitter may not be used.
9. NO SMOKING is permitted anywhere on the property.
10. NO ALCOHOLIC BEVERAGES are permitted on the church property except by prior agreement with the Rector.

Clean Up and Trash Disposal

1. The space(s) used for the event shall be left in the condition in which it/they was/were found (including restrooms and kitchen, if used).
2. Unless otherwise instructed, tables and chairs must be set-up as they were prior to the event.
3. Floors shall be swept, mopped, and/or vacuumed as needed.
4. All trash is to be bagged up and disposed of in the dumpster.
5. Outside items, equipment, and decorations must be removed when the event concludes.
NOTE: The Church of the Good Shepherd is not responsible for any personal property left in the facility or on the property
6. If church owned items are missing or broken, the contact person will be charged for the replacement.
7. As you leave, make sure the lights are turned off (including in the bathrooms, if used).

Event _____ Fee _____

Date and Time Requested _____

Contact Person _____ Phone Number _____

Address _____

Room(s) Requested _____

I have read and agree to the above policies _____

Signature

Date

For office use only

Date approved _____ Date fees received _____ Deposit amount to be refunded _____ Date deposit refunded _____