

Facility Use Policy

- ☺ Persons using the Fellowship Hall shall confine their activities to that area of the building unless permission has been granted for using other areas.
- ☺ Athletic shoes **must** be worn for recreational activities in the Fellowship Hall.
- ☺ Any youth using the Fellowship Hall must be accompanied by an adult or advisor over age 18 who has accepted responsibility for the group.
- ☺ Any broken equipment or damage to the facility must be reported immediately to Mel Graybill at 665-4483 or Charles Nauman at 665-4401.
- ☺ Bicycles, roller skates, skateboards, roller blades, street hockey, etc. are strictly prohibited in the Fellowship Hall.
- ☺ Persons using the Fellowship Hall shall leave at least one hour before another scheduled group arrives.
- ☺ The Fellowship Hall must be vacated by 10:00 PM unless prior approval has been granted by the church office.
- ☺ The Fellowship Hall must be dry mopped after each activity. *Please clean up spills with a wet mop.*
- ☺ **Smoking** is not permitted in the church facilities or on the church property.
- ☺ **Alcohol or Illegal Drugs** in any form is not permitted at any function held on the East Fairview Church property.
- ☺ **Disorderly Conduct** - foul or abusive language or fighting is not permitted at any time on the church property.
- ☺ **Gambling** in any form (i.e. bingo or games of chance) is not permitted in the facilities.
- ☺ **Dancing** - social dancing is not permitted in the facilities.

Violations of these General Policies will automatically terminate use of the Church Facilities for the individuals or group.

GUIDELINES FOR LARGE KITCHEN USE

1. All persons or groups wanting to reserve the kitchen must contact the Secretary (665-4873) with the time, date, and need for using the kitchen.
2. A Stewardship Team member will make sure the kitchen is unlocked for you.
3. **Paper supplies located in the pantry can only be used for East Fairview church sponsored functions. All other rentals must supply their own products.** i.e. family gatherings, outside organizations, etc. When paper supplies are used for East Fairview functions, please mark the product used and the amount on the tracking sheet on the pantry door inside.
4. All used dishcloths/tea towels must be taken home after each activity, laundered, and returned to the proper place in the kitchen for use by the next group. Please do not leave used towels or washcloths hanging on the sinks, etc.
5. MICROWAVE USE
 - a. Please cover all dishes with a paper towel.
 - b. Wipe out microwave after use.
 - c. Do not let children use the microwave.
6. GAS STOVE
 - a. Fan **must** be turned on to ventilate the heat under hood.
 - b. Oven and burners will light when knob is turned.
 - c. Turn off all burners/ovens when not in use.
 - d. Wipe off stove top after use.
 - e. Grill section needs special attention- do not set kettles or pans on the grill.
 - f. You are responsible to empty and wash the grease trap after using the grill. Dispose of grease in a bag-lined trash can.
 - g. Please tell the Secretary if you plan to use the stove so that the gas can be turned on ahead of time.
7. REFRIGERATOR/FREEZERS
 - a. Refrigerator will be cleaned out and food discarded unless properly marked.
 - b. Wipe up all spills inside the refrigerator.
 - c. Make sure fridge doors are completely closed and sealed.
8. TRASH REMOVAL
 - a. All trash cans **must** be emptied after each function.
 - b. Trash **must** be removed to the dumpster.
 - c. Replace trash can liners (located under the work table).
 - d. Please recycle and be sure to check the list before putting anything into the recycling bin.
9. GENERAL CLEANUP

- a. All appliances and countertops used during function need wiping.
 - b. Make sure there is no visible food/food particles on the floor, under the tables, or fallen onto the pots and pans under the work tables.
 - c. No food items are to be left in the kitchen- please double check refrigerator/freezer and remove all food you are responsible for.
 - d. Make sure everything is put back in proper place before leaving.
 - e. Turn off lights and close doors.
10. Dishwasher, steam kettle, steamer and convection oven are to be used for East Fairview functions by **authorized kitchen personnel only**.
11. Caterers will not be allowed to use kitchen facility for preparing a meal unless approved by the Hospitality Team.
12. If guidelines are not followed, additional fees will be assessed.