

REFORMATION HALL GUIDELINES 2026

We welcome and encourage church members and community groups to use and enjoy our Fellowship Hall, as long as the event is in keeping with the ministry of the church. Remembering that this is God's house, please treat it with the respect it deserves. Reservations will be approved through the Facilities Committee. Confirmation is made and the date secured, after payment of the deposit. Church Council may waive or alter the following guidelines. **All efforts will be made to honor any reservations approved by the Facilities Committee, however, church requirements will always have priority.**

- Reservations are for the Fellowship Hall only. Any other space needed, as well as kitchen facilities, should be pre-approved. Person (user) making the request is responsible for keeping guests in the requested area.
- Children should be supervised at all times, inside and outside the building.
- No alcoholic beverages are allowed on church premises.
- Smoking is prohibited in the building and in the Memorial Garden. It is discouraged on all church property.
- User is responsible for setting up tables and chairs for the event and returning them to their original layout at conclusion.
- There should be no attachments to the walls. Only dripless candles should be used. Candle holders and globes are recommended.
- All items and furnishings are to remain in Reformation Hall, unless preapproved by committee. Upholstered furnishings, end tables, coffee table and piano should not be moved or rearranged.
- All consumables (plates, cups, paper towels, table cloths, salt, pepper, plastic utensils, food and drink) should be provided by the user.
- User is responsible for all clean up immediately after the event including, but not limited to:
Tables wiped down and sanitized (spray bottles in kitchen)
Floors swept and carpet vacuumed, any spills cleaned
Trash collected and transferred to large bins outside. If bins are full, trash should be taken with the user. (Emptying drink cups reduces the volume of trash).
Any kitchen towels used should be washed by user and returned to the kitchen.

A church member will be present, if the reservation is for a community event or non-church group.

REFORMATION HALL CLEAN UP CHECKLIST 2026

Fellowship Hall Only

	Tables cleaned, carpet vacuumed
	Extra tables and chairs returned to storage
	Trash collected and disposed of in proper locations
	Restrooms cleaned, trash emptied
	Grounds and parking lot free of trash
	Lights off, doors locked
	Kitchen towels & dish cloths taken to be washed and returned to church
	Anything leftover should be taken with the user

Kitchen Only

	No food, drink, dishes or utensils left out on counter
	Floor swept.
	Range and warmer turned off and cleaned, as needed
	Counter tops, sinks and appliances sanitized, wiped and dried
	Coffee pots, tea urns and pitchers washed and returned to cabinets
	All pots, pans and utensils washed and returned to proper location
	Anyone using dishwasher should be trained to proper use & shut down

User Signature _____ Date _____

Church Representative _____ Date _____