

## Personal Building Use Agreement Fellowship Hall/Kitchen

Rental of the fellowship hall/kitchen does not include the use of any other areas of the facilities, such as classrooms, sanctuary, offices, gym, etc. Proper adult supervision is required at all times—during set-up, the event and tear down. **\*This agreement DOES NOT include use of the playground.**  
\*Due to insurance regulations, no one may be on the playground without an authorized church or daycare official.\*

**Reservation of the facility is not guaranteed until all fees have been paid  
& the Administrative Assistant has signed this form. The fees are as follows:**

	Member/ Attendee	BKA Parent During daycare hours	BKA Parent After daycare hours	Non-Attendee/ Non-BKA Parent
<b>Deposit</b>	\$0.00	\$25.00	\$25.00	\$50.00
<b>Rental</b>	\$0.00	\$0.00	\$25.00	\$50.00

Many different ministries of our church use the fellowship hall/kitchen. Therefore, it is important that it be returned to its original setup upon completion of your event. Below is a checklist to help you during cleanup. Failure to properly clean and return the facilities to its original set-up could result in the loss of your deposit.

- \_\_\_\_\_ Clean portable tables and chairs and return to the storage room.  
*Please use caution so that neither the tables nor walls are damaged.*
- \_\_\_\_\_ Vacuum carpet. Sweep kitchen & serving area. Mop any spills.
- \_\_\_\_\_ Place all trash in the outside dumpster and replace liners.
- \_\_\_\_\_ Clean all dishes and put away.
- \_\_\_\_\_ Turn off lights and air conditioning.
- \_\_\_\_\_ Lock all doors.

**Please do not use any food, paper plates, etc without prior permission.**

\_\_\_\_\_  
Name of Responsible Party \_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

Date you wish to reserve the fellowship hall \_\_\_\_\_

Hours desired (include time for set-up & tear down) \_\_\_\_\_

\$\_\_\_\_\_.00 deposit received on \_\_\_\_\_

\$\_\_\_\_\_.00 rental fee received on \_\_\_\_\_

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Signature of Administrative Assistant