



## Mt. Bethel United Methodist Church: **Fellowship Hall Rules & Guidelines**

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**Mt. Bethel United Methodist Church Fellowship Hall** is for the spiritual and fellowship enrichment of the church. With this in mind, we ask that anyone using the Fellowship Hall to follow these simple guidelines:

1. **Return all** items used to its proper places.
  - a. Clean, wash, and put away any pots, pans, cooking utensils and silverware
  - b. Put tables and chairs back as shown on the diagram located on the wall; all chairs need to be stacked back in the corner as shown
  - c. Any chairs borrowed from other rooms for large crowds, must be returned to the same room
  - d. Wash dishcloths and return to the kitchen
  - e. Do not place hot dishes on plastic tables; please use older tables for serving food
2. **Sweep and mop** floors, including Fellowship Hall, Kitchen, and Hallway
3. **Secure** all trash cans; empty all cans, including the bathrooms used
4. **Do not** remove any tables or chairs from the church. The church has other tables and chairs for such purposes. Please contact the church office for more information.
5. **Do not** remove any utensils (including dishes, pots, and pans)
6. **Do not** leave anything in the refrigerator or in or on cabinets and counters that is not a staple. Any food and/or drinks that are left will become the property of the church and will be used or thrown away if necessary.
7. **Turn off** all lights and secure building when leaving. This includes but not limited to the Fellowship Hall, Kitchen, Hallways, Stairwells, and Bathrooms.
8. **All Foods and Drinks must stay in the Fellowship Hall**
9. If these rules and guidelines are not followed, we reserve the right to charge a \$25.00 fee for extra cleaning
10. One of the following persons should be contacted regarding tables, partition walls, heating and/or air conditioning:
  - a. Chair of Trustees
  - b. Chair of Administrative Council or
  - c. Church Secretary (828-495-8941 during business hours)
11. Persons using the Fellowship Hall should confine all activity and participants to the Fellowship Hall/Restrooms area and do not disturb other areas of the church – including the Sanctuary and Sunday School Rooms.

The church Secretary must be contacted when reserving the Fellowship Hall, Parlor, or Sanctuary

