

NONMEMBERS OF THE CHURCH

\$50 in cash is required for the use of the building key. The key can be obtained at the Church office. The \$50 will be reimbursed after the key is returned.

FELLOWSHIP HALL \$125 + \$50 key + \$50 deposit
 (Set up and take down is the responsibility of the event organizer.)
 (A \$50 cash deposit for cleaning is required. The deposit will be returned on the condition that the hall is cleaned and returned to the original set-up)

KITCHEN \$50

GYMNASIUM \$140/month
 (Two hours once a week)

GYMNASIUM \$35
 (One time use)

CONFERENCE/ CLASS ROOM \$25

CONFERENCE/ CLASS ROOM \$25

Sound Tech – A \$50 cash fee to be paid directly to the person on the day of event. This option is subject to scheduling.

FACILITY REQUESTED	Fellowship Hall	\$ _____	Date of request: _____
	Cleaning deposit	\$ _____	
	Key usage	\$ _____	Total \$ amount: _____
	Kitchen	\$ _____	
	Gymnasium	\$ _____	Date Paid: _____
	Conference/class room	\$ _____	
			Method of payment: _____

KEY # issued _____ Date _____ Initial _____

ALL DEPOSITES WILL BE RETURNED TWO (2) WEEKS AFTER EVENT.

Return date of building key deposit _____ Return date of cleaning deposit _____

DATE/S OF EVENT: _____ TIME OF EVENT: _____

PURPOSE: _____ NUMBER ATTENDING: _____

CONTACT PERSON: _____ PHONE: _____

ADDRESS: _____

ORGANIZATION (if applicable): _____

SIGNATURE: As a representative of the organization or event coordinator, I agree to the responsibilities for the use of the Church property. _____ DATE: _____

SIGNATURE OF TRUSTEE: _____ DATE: _____

DIRECTIONS FOR UNLOCKING DOORS

Put key into lock and turn counter clockwise. Leave key in lock. Open the door, push the bar down and hold down while turning the key clockwise $1/8^{\text{th}}$ turn past center, then turn the key back to center. Let go of bar and take out your key. Door should stay unlocked. To lock door upon leaving the building just insert key and turn counter clockwise until you hear a click. That is about $1/4$ turn. Give each door a push and tug to make sure doors are completely shut. If you have any problems or need a hands on demonstration please call Chuck Lane at 330-854-2883 or L. B. Keller at 330-899-9098. **It is very important that the doors are unlocked this way instead of turning the screw under the bar.** If the screw should become stripped the whole bar would have to be replaced and this would be very expensive for you.