

First United Methodist Church

Church Office - 1701 W. 32nd St. Sedalia, MO 65301 660-827-2993

Office Hours: (8:30 to 4:30 pm M-Th; 8:30 to 3:30 pm Fri; excluding 1 to 2 pm for lunch each day)

Revised—Celebration Center Facility Use Expectations

Event _____
Date of Event _____ Room Requested _____

If you wish to use the First United Methodist Church for an event, please be informed of the following list of Church Expectations:

Initial

- _____ 1. No Smoking, Alcohol, or illegal drugs on the premises, including the church parking lot, or in vehicles on church property.
- _____ 2. You may have soft drinks, punch, tea, coffee and other appropriate beverages at your event. Red, purple or orange drinks, which often stain, may not be used.
- _____ 3. Do not prop the outside doors open.
- _____ 4. Never hang anything from the sprinklers which are located on the ceiling.
- _____ 5. Never hang anything on the walls in the Fellowship Hall. Only white putty or command strips (not tape) may be used to hang decorations on the walls in other rooms.
- _____ 6. You will be expected to clean up the room, take out trash, wipe down tables, and sweep & mop—if needed. Be sure the room is left in as good as, or better shape, than when you found it!
- _____ 7. If you rent our kitchen (includes the refrigerators, dishes, space, etc.), wash, dry, and return the dishes to appropriate cabinets. Do not leave them in the dishwasher.
- _____ 8. You may only access the room you reserved and the nearest restrooms. If children or adults are found in other areas, future reservation requests may be denied.
- _____ 9. No Helium Balloons in the Friendship Hall.
- _____ 10. Friendship Hall Use Only: If you need to use the projector—you will need to provide a computer with a VGA connection and program. This will require a \$150 Tech Fee for set up.
- _____ 11. Before signing this document, please contact the church office (660-827-2993) if you have any questions.
- _____ 12. Please notify the church office at 827-2993 of any accidental damage.
If not notified, future reservation requests may be denied.

I AGREE TO THE ABOVE EXPECTATIONS.

Name (Signature)

Today's Date

Name (Printed)