



FAMILY LIFE CENTER USAGE POLICY

The Family Life Center will be made available only to persons who are active members in good standing of 1st Assembly – Muldrow | Roland. The facility may be reserved for up to 4 hours for private parties. The facilities may not be used for business related or for-profit functions. The usage fee will be a \$100 deposit and a \$50 donation is expected to help cover expenses. The remaining \$50 will be returned in the event that everything is placed in the order in which it is found. The rental includes usage of the Kitchen, Café Court and Gym. No one is allowed upstairs unless receiving prior permission. The decorating and clean up of the facility is the sole responsibility of the persons using the facility. Your event will only be placed on the calendar after you have met with a member of our Pastoral staff and made your deposit.

Under no circumstances will there be any smoking or alcoholic beverages allowed on the premises.

Anything bolted or screwed down cannot be moved. Moveable items must be authorized through the office. No sound equipment will be moved and no musical equipment can be plugged in to our main sound system. No party will be scheduled later than 4:00 p.m. on Saturday, unless authorized by Pastoral staff.

I, _____, agree to the above stipulations and agree to be responsible for any and all damages that may occur as a result of the occasion in which we are using the facility; I understand it is my responsibility to clean the facility after use; I understand the terms of this agreement and the terms of my payment. I understand that if I do not comply with the above guidelines that it could result in my losing part or all my deposit.

Signature

____/____/____
Date

Church Staff Signature

____/____/____
Date

____/____/____ _____
Date of Party Time of Party

Paid by Check # _____ Paid Cash _____ Donation Made _____

FAMILY LIFE CENTER CLEANING POLICY

It is our goal at 1st Assembly – Muldrow | Roland to keep what God has blessed us with nice and clean. Any individual renting the Family Life Center is responsible to clean any area used during the rental of the building.

Cleaning supplies are provided and will be set on main counter in the kitchen.

Cleaning list is as follows:

- ALL Tables are to be cleaned and wiped with cleaner.
- ALL trash is to be taken to dumpster located on the parking lot behind the Family Life Center.
- Floors need to be swept and mopped. Gym just needs to be swept unless anything is spilled, then it needs to be mopped also.
- Counters need to be cleaned.
- Any pots and pans used need to be washed, dried and put where they belong.
- Sinks need to be cleaned.
- ALL dirty towels need to be put in a plastic bag and left on the main counter in the kitchen.
- No food is to be left in the refrigerator.

I, _____, agree that it is my responsibility to perform the above cleaning duties after I use the Family Life Center. I also understand that the cleaning deposit of \$50 will not be refunded to me if the building has not been properly cleaned.

Signature: _____ Date: _____

Please check all the areas of the building that you will be using for your event:

- Gymnasium**
If you checked the box above, please describe what activities you will be doing in the gymnasium so we will know how to best set it up for your event:

- Café Court**

- Kitchen**
If you checked the box above, please describe what you will be using the kitchen for so we will know how to best set it up for your event:
