

## New Elam Christian Church

### Rules for use of the Fellowship Building

1. First come first served, except the Church will have priority on standing use days.
2. Permission must be obtained for use of the Fellowship Building from Don and Lisa Fradel. Individual seeking permission should first check calendar for availability. If your name is not on the calendar the building is not considered reserved.
3. Any key that is provided must remain in the possession of the grantee until returned to Don and Lisa Fradel. If the key is not returned the grantee will be expected to have the building rekeyed at his/her expense. No keys are to be copied.
4. Hot water, heat, AC, and lights should not be turned on for an excessive period of time prior to actual use and should be turned off when use is over.
5. The building must be locked at all times, except when grantee is present.
6. The user, except for Church functions, will be expected to provide all supplies used by their group.
7. The building must be left cleaned inside and outside, including restrooms and playground. Floor in building should be swept and mopped (water only). Trash must be taken from the premises.
8. Permission must be obtained before removing any chairs, tables, etc. from the building. If chairs are borrowed, the chairs located under the shelter should be used first. These will be located in the cabinet that is under the picnic shelter.
9. For use other than Church functions a contribution to help with the utilities and upkeep will be appreciated.
10. Any individual or group requesting use of the Building **cannot** hold a for-profit activity. No admission can be charged. However donations may be accepted.

Note: Families that use the Building for reunions on a regular basis are encouraged to sign up well in advance. This will allow non-regular events to be scheduled (showers, etc) as they arise. This will also prevent conflicts in scheduling church related events.

May, 2011