

# RULES AND REGULATIONS FOR THE USE OF FELLOWSHIP HALL AND OTHER HOLMDEL UCC FACILITIES

These regulations are set as a guide for the use of the Church buildings and grounds. They are not designed to work a hardship on any group or individual, but to clarify the responsibilities of those who are granted the privilege of using our Church buildings or grounds.

1. There is NO SMOKING permitted within any of our Church buildings. If you have smokers in your party, please provide a container outside for cigarette butts that you can remove at the end of your event.
2. No DRUGS are permitted anywhere on church property.
3. If ALCOHOLIC BEVERAGES are being served, special arrangements must be made. Wine and beer for personal moderate consumption is allowed. However, HCUCC reserves the right to request the removal of any guests who appear to be intoxicated, and USER must abide by the request. If you plan to serve alcohol for any exchange of money, caterer must procure a temporary liquor license.
4. No TAPE OR THUMB TACKS may be used on any of the walls of the buildings.
5. If BALLOONS are used in decorating, they must ALL be securely fastened during the event and ALL be removed at the end. If any break free, you will be required to retrieve them from the ceiling. Remember, the next group using the space may not be doing so for a festive reason.
6. Use of our property is restricted to the area you have received permission to use. With permission, the kitchen may be available for use of sinks and counters, but the church is not zoned for outside parties to use the stove/ovens, and the church does not have additional refrigerator/freezer space. No one shall enter and use any of the kitchen facilities and appliances, office equipment, audio visual equipment, musical instruments, telephones or any additional spaces in the building without specific prior written permission to be noted in the contract.
7. The church reserves the right to revoke any permission granted to an organization or group when, in the best interest of the Church, it seems necessary to do so.
8. The Pastor, Office Administrator or Event Manager shall, at all times, have free access to any and all parts of the church facilities.
9. Please leave the facility in the same condition as you found it. All lights, blowers and fans are to be turned OFF at the end of your event. The thermostats for heat and air conditioning are to be reset to "run" their original programming. All furniture and equipment must be returned to their original location. Floor must be swept. A diagram of the standard setup of the room may be found in the storage closet that contains the chairs and tables.
10. Garbage cans must be emptied and bags placed in dumpster on the west side of the parking lot by the shed. Replacement bags for the cans may be found under the kitchen metal island counter.
11. **RECYCLING IS REQUIRED IN HOLMDEL.** Please recycle responsibly. **Carboard and plastics must be recycled. Holmdel accepts all numbers of plastics. PLEASE USE DESIGNATED RECYCLING CANS CAREFULLY AND PROPERLY.** Do not place any other garbage items in recycling bins or bags. Plates, boxes and cups with residual food on them should be placed in garbage. The town actually checks us for this.
12. **THIS CHURCH HAS NO PAID CUSTODIAN. MOST OF ITS UPKEEP IS DONE BY VOLUNTEERS.** Therefore, each group or organization is expected to leave the area as neat and clean as it was when they arrived. Brooms and dustpans may be found in the closet outside the back kitchen door.

***I, the representative of the group or organization wishing to use this space, agree to abide by the rules and regulations above.***

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Signature

Printed Name

Date