

**The United Methodist Church of Sitka  
(FELLOWSHIP HALL) BUILDING USE POLICY 2012- 2015**

Welcome to UMC Sitka! Thank you for your interest in using our facilities and for making sure that everything you used remains clean. Please initial applicable items in the checklist below. We also appreciate your noting things that need attention.

- The Charge for the use of the Fellowship Hall is \$50 for half day, and \$100 for a full day. Check should be made out to United Methodist Church.
- School or youth groups are asked for a minimum donation of \$25 a day on an overnight stay.
- Aside from the payment, there is also a \$50 cleaning deposit which will be refunded if the building is left in a satisfactory condition. The deposit is to be received one week prior to use. This includes members of the Sitka United Methodist Church.
- The expense of replacing/repairing an item damaged/destroyed while used by your group will be charged to you.
- WIFI can be made available during rental, but not the use of computers.
- No Alcoholic Beverages, Tobacco Products or Drugs on Church Premises within the building or on the church grounds.

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**CHECKLIST**

I certify that (please place your initials on applicable items):

\_\_\_\_\_ All **TABLES and COUNTERTOPS** are cleaned.

\_\_\_\_\_ All **LIGHTS** are off.

\_\_\_\_\_ **KITCHEN** is clean and dishes have been washed

\_\_\_\_\_ All **TOILETS** have been flushed.

\_\_\_\_\_ **FOOD items** we brought are leaving with us, with nothing left behind.

\_\_\_\_\_ All **TRASH** has been taken out to the container near the curb along Edgcumbe St.

\_\_\_\_\_ **COFFEE BURNERS** are turned OFF.

\_\_\_\_\_ **FLOORS** have been vacuumed/mopped.

\_\_\_\_\_ **OVENS/RANGE** are turned OFF.

\_\_\_\_\_ **ALL DOORS** are LOCKED.

\_\_\_\_\_ **ROOMS** we have used are left clean and returned to their original set-up.

\_\_\_\_\_ All **WINDOWS** are closed and LOCKED.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Group/Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date/s of Stay: \_\_\_\_\_

Thank you again for using our church. Please contact the church office at 747-8775 for questions. In case of emergency, please call Pastor Sandra Hammett at 747-8425.