

ST. JOHN'S EPISCOPAL CHURCH

Rules for Use of Whitlock Hall Effective May 1, 2012

We are glad that you are interested in using the facilities at St. John's for your event and hope that you are happy with your experience at our facility. As part of the agreement you signed when you made your reservation, you agreed that your organization/group would abide by the rules for using space at St. John's. Please respect the following rules. If you have any questions, please contact the church office at (765) 362-2331.

General Rules

- 1) The use of tobacco and tobacco products is not permitted anywhere on St. John's property.
- 2) Use only designated parking areas (refer to map provided to you). The parking lot of First United Methodist Church is not available for parking unless you first obtain permission from First Methodist.
- 3) Bring trash bags and remove all trash before you leave.
- 4) Return tables, chairs, and any other furniture to their original position. Any tables and chairs removed from the storage room should be returned there.
- 5) Sweep kitchen floor and vacuum Whitlock Hall carpet as needed. Cleaning equipment is located in the men's restroom and the vacuum is in the women's restroom.
- 6) Turn out all lights including restrooms and storage room.
- 7) Make certain that the building is locked before leaving.
- 8) Return the church key to the church office in order to receive your key deposit back. Check the sign on the church door for current office hours. If you are unable to come to the office during posted hours, you may mail the key to the church instead and then your deposit will be mailed back to you.

Use of Kitchen and Coffee Pots

- 1) Follow coffeepot instructions posted in the kitchen by the coffee urns.
- 2) Bring your own supplies including coffee, tea, sweeteners, creamers, stirrers, cups, napkins, paper plates, bowls, etc.
- 3) Wash and rinse coffee pots and return them to their storage area.
- 4) Wash counter tops and sinks. Leave sinks and drainers clear.
- 5) Bring your own tea towels and dish cloths.
- 6) Turn on exhaust fan if using the stove.

FEES FOR CHURCH USE

- a. There is a facility use fee of \$1 per person expected at the event up to a maximum of \$15 per event
- b. Kitchen use (if applicable) is a flat fee of \$15 per event
- c. The key deposit is a refundable fee of \$15