

Paddletown St. Paul's United Methodist Church

Contract for use of Church Basement

Checklist and rules regarding use of Church Basement Social Hall Area

When using the basement facilities please:

1. Refrain from using any tape, tacks, staples, etc. on ceilings, walls or columns.
2. Protect table tops from paint/stain/glue, etc.
3. Protect carpet from pain/stain/glue, etc.
4. Clean up any and all spills.

When you leave, please:

1. Remove all debris from tables, counters and floors and take all garbage with you (left over food brings ants and mice into the church).
2. Remove all or your decorations.
3. Leave stove, sink, coffee pots and utensils clean.
4. Remove all of your items from the refrigerator.
5. Turn off stove (red light on stove remains on when burners have been turned off).
6. Turn on dehumidifier before leaving if you turned it off during your meeting.
7. Turn thermostat setting to 60 degrees if you changed the setting.
8. Flush commodes and leave lavatories clean (make sure no commodes are running and all water is turned off).
9. Turn off the lights in the social hall, lavatories and halls.
10. Close hall door and outside door to social hall.
11. Turn off the lights in the vestibule and outside (If you are the last group to leave the church).

Procedure for rental: 50% down, remainder due one week before date of use.

Donation: \$50 use of basement for under 4 hours - each additional hour \$10.00

Emergency: Contact pastor first (in parsonage next door or telephone 938-2977)

If no answer call Jeff Bertolette at 648-1332