

First Reformed Church Fireside Room Policy

Events held in the Fireside room should not conflict in any way with the values of First Reformed Church. All events are under the facilities manager's care (712-441-1178 svonk@frcsc.org)

Scheduling:

1. The fireside room may be rented for family gatherings such as graduations, birthday parties, anniversary celebrations, holiday gatherings, and showers. Other events held in the room must be approved by church use.
2. FRC approved non-profit organizations may reserve the facilities at no charge but still must follow all church policies and complete rental form.

Set-up and Clean-up:

1. The contact person is responsible for coordinating and implementing any needed set-up, take down, and clean-up of the activity. Please call the facilities manager with your set-up and clean-up questions.
2. **You will be responsible for cleaning up the area(s) rented/used and putting things back the way you found them.** See cleaning check list found in the kitchen.
3. **Round tables cannot** be brought down the stairs to the fireside room.
4. All set up must be done after the start of your rental time. All clean-up must be completed by the end of your rental time.

General usage guidelines:

1. The contact person who signed the application must be present to ensure that the facility is used in accordance with policy.
 1. All activities must be confined to the area(s) rented or reserved.
 2. You are **NOT ALLOWED** to take items from an area of the church you have not rented without permission from the facilities manager. For example, roasters or anything else from the main kitchen.
 3. **DO NOT** remove church property from the building. This includes dish towels.
 4. No duct tape, tape, staples, tacks, nails, pins, screws, or any like objects may be placed into or attached to walls, floors, or furnishings. Please use white sticky tack or the removable 3M products.
 5. No selling of items or charging of those in attendance.
 6. **Candles are not allowed.**
 7. No alcoholic, tobacco products or illegal drugs are permitted on church property.
 8. All parties are responsible for any damage and must provide your own insurance coverage for damage/loss of articles or property and for personal injury liability.
 9. **Tables in fireside room: (rounds tables are not available in the fireside room)**
10. The seating available in the room is: One round and two oval wooden tables with chairs and 9 long rectangle and 60 chairs.

Child Supervision:

If children/students (12th grade and under) are present when the facilities are used, it is required that they be under responsible adult supervision. Please do not allow play in areas of the church not being rented by your group.

Kitchen

1. Food and drink must stay in the fireside room.
2. No grape juice, red or purple punch is allowed.
3. The kitchens cannot be used by caterers for preparing food – only for serving it.

Signature _____ Date _____