

## **KITCHEN & FELLOWSHIP CIRCLE USE FORM**

As part of the Campus Facilities Use Agreement, should Renter desire to use Owner's Kitchen and/or Fellowship Circle, then in consideration for Owner permitting such use, Renter agrees to abide by the following conditions:

1. If Renter is using an outside caterer, the caterer must contact a representative of Owner's Kitchen Committee to make arrangements for the use of the kitchen. The caterer is expected to leave the kitchen in good order as found. Any damage is the responsibility of Renter and the caterer.
2. The Renter and/or caterer may not use any of Owner's kitchen equipment or supplies without prior approval of the Kitchen Committee. If upon permission, any equipment, cooking utensils, silverware, dishes, or supplies are used, it is the responsibility of Renter and the caterer to wash them and return them as found. If upon permission, the coffee maker is used, it is the responsibility of Renter and the caterer to turn off of the coffee maker, clean the area, and dispose of any leftovers. If upon permission the dishwasher is used, it is the responsibility of the Renter and the caterer to ensure that all drains are emptied, filters cleaned, and controls are turned off on the dishwasher and the booster.
3. The freezer is not to be used to store anything without prior permission by Owner.
4. All tables and wash counters must be cleaned and returned as found.
5. Renter is responsible to remove and dispose of all leftover food and beverage at the conclusion of Renter's use. All garbage must be tied up and placed in the outside dumpster located next to the Children's wing of the campus.
6. The kitchen floor must be swept after each event and mopped if spills are made.
7. Twelve of the round tables (7 chairs at each table) and 2 long tables must be in place as found at the conclusion of Renter's use.
8. Renters who are also church members may use Owner's towels and tablecloths with the understanding that Renter will take them home, wash them, and return them to the kitchen as soon as possible. Renters who are not church members must provide their own towels and tablecloths, unless given prior permission by Owner.
9. Owner is not responsible to provide food, drinks, paper products or utensils.
10. Renter understands that the failure to abide by these conditions could result in the termination of this agreement and/or the forfeiture of the deposits.

Renter **initial** here [                    ] to acknowledge receipt and understanding of this separate form.