



A **GUIDE** for the use of the church's
Fellowship Hall

An Informational Booklet For Your Reference

*St. John's Evangelical
Lutheran Church - Vilmar*




NORTH AMERICAN
LUTHERAN
CHURCH



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FELLOWSHIP HALL GUIDELINES

Informational Booklet For Reference

GATHERINGS

Throughout the year, many church-sponsored meals, fundraisers, or events may take place in the church fellowship hall and kitchen. These guidelines are for all other, non-church related events, such as family reunions, Christmas gatherings, bridal or baby showers, family baptismal or confirmation dinners, etc.

AVAILABILITY & COSTS

- There is currently no charge for use of the facility by members/families of the church. We do ask that you respect our rules and remember that you are in a place of worship and should act accordingly. If you feel inclined to make a financial donation to the church's general fund, you may do so and know that we appreciate it.
- The following may be used ONLY at the church: red trays, silverware, dishes, coffee servers, Tupperware containers and table cloths. All items must be washed and returned to their proper places before you leave.
- There is a fee of \$5/per item for the following when used elsewhere than the church: roasters and coffeemakers. Items must be washed and returned promptly.
- The white tables and chairs in the fellowship hall are never to leave church property; if someone wants to borrow tables and chairs for a church-related event, council must approve the request.

To reserve the fellowship hall and kitchen for any event or gathering, please contact Monica Edeker at 319-939-7348 for availability.

RULES

- If you are using the fellowship hall and kitchen, you need to stay in those areas only, with the exception of the restrooms. Please stay out of the narthex (unless the elevator is needed), sanctuary, and educational rooms, to limit extra cleaning for the janitors.

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- No red-dyed beverages are to be served, as we know accidents can happen, and the red colors stain the tables, floors, and carpets. Yellow or pink lemonade, water, coffee, milk, and soda is acceptable.
- The church is an alcohol- and smoke-free facility.

CLEANING

Each party must clean up after themselves so we can continue to provide the facility for your functions.

CLEANING CHECKLIST

- Each party is to be responsible for removal of their own garbage from the kitchen
- Wipe down all tables, counters, and cooking surfaces
- Dust mop/sweep the floors
- Wash and put away any church dishes or silverware
- Make sure all ovens/stovetop burners are turned off
- Do not leave leftover food/beverages in the fridges
- Double check that the bathrooms are picked up
- Turn off all lights
- Lock the doors when leaving

OTHER NOTES

- If you use any dishcloths/towels, please must take them home to wash them and return them when you are able
- If any issues should arise while using the facility, please contact Monica Edeker or Don Salge

CONTACTS

- Pastor:** Tamara J. K. Keen 316-655-3306
- Director of Communications:** Monica Edeker 319-939-7348
- Council Chairman:** Kurt Roose 641-425-3418
- Womens Fellowship:** Margaret DeBower..... 319-269-1306