

### Kitchen/Fellowship Hall/Pavilion/Fire Pit Reservations

Granger United Methodist Church, 1235 Granger Rd., Medina, OH 44256 (330.239.2396)

**Return completed form to church office. An initialed copy of your completed form will be returned to you as confirmation of your reservation.**

**Non-church events:** You must contact the custodian **one week prior** to the event to coordinate building access, set up, seating/table requirements, etc. (Doug Patty's cell: 440-292-6816). **Applicable fees are noted on the bottom of this form and are due two weeks prior to the event to insure your reservation.**

Contact person:

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Type of Event \_\_\_\_\_ Approx.# expected \_\_\_\_\_

Event Date \_\_\_\_\_ Time (from...to): \_\_\_\_\_ ( include set up to clean up time; see clean up instructions below)

Check all below that you intend to use:

\_\_\_\_\_ Kitchen/Fellowship Hall (note date/time you'll be using kitchen, stove, refrigerator if different from the time you've noted above \_\_\_\_\_)

\_\_\_\_\_ Pavilion

\_\_\_\_\_ Fire Pit

\_\_\_\_\_ Additional Rooms - Numbers: \_\_\_\_\_

(Questions? Call church office at 330-239-2396.)

### Clean Up

Please leave the facilities in as good if not better shape than you found them. If the following clean up procedures are not followed, authorization for future requests may be denied.

#### Kitchen/Fellowship Hall/Additional Rooms:

1. Wipe down/disinfect kitchen surfaces, mop kitchen, vacuum Fellowship Hall; return chairs and tables to proper locations.
2. Close windows.
3. See "All" below.

#### Pavilion:

1. Clean pavilion floor and tables following event.
2. See "All" below.

#### Fire Pit:

1. Make sure fire is extinguished.
2. See "All" below.

#### All:

1. Bag garbage, then put into **outdoor** trash containers located outside the kitchen door.
2. Turn off lights. Lock building if you have a key; return key as instructed at time of pick up.

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**OFFICE USE ONLY:** \_\_\_\_\_ Fees \_\_\_\_\_ Building Use Rules \_\_\_\_\_ Confirmed

Date key picked up \_\_\_\_\_ by \_\_\_\_\_ (signature)

Date returned \_\_\_\_\_