

LIABILITY: The church shall not be held responsible for any items brought to the church for use in any wedding, reception or CAC activity. The church shall not be liable for any items lost, stolen, or damaged.

ETHICAL BEHAVIOR: Alcoholic beverages are absolutely prohibited in any part of the church building or grounds. People participating in the rehearsal, wedding, reception and all activities are expected to be sober and respectful of the purpose of church facilities at all times. Smoking is not permitted in the building. THCC has smoking designated areas outside of the building.

TABLES & CHAIRS: No furniture shall be removed from the building unless pre-approved by the Property committee. There are 21 round tables and 44 long, rectangle tables and enough chairs (about 152) to fill all. Typically 7 fit comfortably at a round table. You could place 8, if necessary.

The facility or facilities that are being rented must be left and/or returned in the same condition as they were prior to being rented.

Your Name: _____ E-Mail: _____

Phone:(_____) _____ ext: _____ Cell:(_____) _____

Reason for Rental: _____

Today's Date: _____ Date Facility Needed: _____

Total Time needed for event: from _____ to _____

One time event: _____ *Occurring monthly: _____ *Occurring Weekly: _____

*Please note, reoccurring events will need board approval and are pending until approval is received.

What facility or facilities will you be using during the event? (check all that apply)

Christian Activity Center (CAC): _____ CAC Conference Room (Upstairs): _____ Shelter House: _____

Fellowship Hall: _____ Sanctuary: _____

APPROVED RESERVATION: _____ Date: _____

Property Committee Representative

Tunnel Hill Christian Church

5105 Old Georgetown RD, Georgetown, IN 47122 phone: (812)923-5344 e-mail:thcc2001@aol.com

Form approval September 2017

CHECKLIST for CLEAN-UP by PARTICIPATING MEMBERS

As a member, you are entitled to reserve and use our facilities at no charge. However, this should not create an additional burden to our custodians. Please see that you leave the facility as clean as you found it and remember to complete the following tasks:

- _____ Take garbage out to dumpster
- _____ Check cleanliness of bathroom facilities
- _____ Mop soiled floors
- _____ Clean any surfaces that were in use by you or others during the event (tables, counters, etc.)
- _____ Remove your decorations
- _____ If you have paid a rental fee for linens, please be sure to have them cleaned and returned to the church the same week of your event.
- _____ Replace any church supplies used: plates, cups, napkins, etc.