

FELLOWSHIP HALL

RENTAL POLICY

1. The Green Bay Seventh-day Adventist Church Fellowship Hall is available for church and school functions. Reservations for its use must be made through the church office and are subject to approval by the Church Board. Priority is given to regularly scheduled activities, such as potlucks, school lunch, etc. All activities **must be** consistent with church beliefs and lifestyle.
2. SDA Church members or sponsored friends may rent the Fellowship Hall for private activities, such as showers, receptions, parties, etc. If the Fellowship Hall is needed for an appropriate Sabbath activity, we request that advance preparation of food, decorations, chairs & tables, etc., be completed before the Sabbath begins.
3. Each ministry or committee is responsible for cleaning the Fellowship Hall after usage. A list of cleaning duties will be provided for those who are in charge. Private parties will be charged a **\$100** refundable deposit that will be returned when the hall is left clean and in satisfactory condition.
4. **PLEASE DO NOT:**
 - Serve or eat food and drink on the stage
 - Use nails or tacks of any kind on the walls
 - Adhesives and hooks used on girders are to be removed
5. **PRICE FOR RENTAL:**
 - \$75.00(includes rental of kitchen) Green Bay SDA Church Members
 - \$125.00 (includes rental of kitchen) Non-Green Bay SDA Members or friends
 - \$100.00 Security Deposit

For: _____

Date of Event: _____ Time: _____

Signature: _____

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Office Use Only

Security Deposit: _____

<i>Date Paid</i>	<i>Amount</i>	<i>Cash/Check #</i>	<i>Date Refunded</i>
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Rental: _____

<i>Date Paid</i>	<i>Amount</i>	<i>Cash/Check #</i>
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