

Forsyth Presbyterian Church Parish House Use Guidelines

The Parish House fellowship hall, located next door to the sanctuary building at 71 N Jackson St. Forsyth, GA 31029. Is available for events after 5:00pm on weekdays, and Saturday and Sunday.

Non-Members

Non-members may request use of the Parish House fellowship hall area for wedding receptions and other events. For a wedding reception, or other full-day (more than 8 hours) event such as a fundraiser, or workshop/training event, the fee is \$150. For an event 4-8 hours in length the fee is \$100. For an event up to 4 hours in length the fee is \$50. There is a \$50 cleaning deposit required for all events. The deposit is due at the time the event reservation is made. The fee is due by the week of the event.

Members

There is no charge to church members for use of the Parish House. However, a donation may be made to offset the cost of heating and air. Members must otherwise adhere to all other building use guidelines and rules.

Permission

All events which take place in the Parish House must be approved by the session of Forsyth Presbyterian Church (the congregation's governing body). A building use request may be submitted to the pastor or church elder, and s/he will then be responsible for promptly securing session permission, and coordinating the building use with the person or group making the request.

Parish House Guidelines and Rules

1. The tables, chairs and tablecloths are available for your use.
 - a. Tables and chairs must be left in the configuration in which they were found.
 - b. Tablecloths, if used, must be washed and returned within 48 hours of the end of the event.
2. The kitchen and all its reusable contents are available for your use.
 - a. Ensure the stove and oven have been turned off before leaving the building at the end of the event.
 - b. All pots, pans, serving utensils, etc. must be left clean and returned to their places.
 - c. You may use the dish washer for plates, glasses and eating utensils. If you do, clean items may be left in the dishwasher (in other words you may turn on the dishwasher as you leave, and you do not need to come back to put items washed in the dishwasher away).
 - d. Wash and return within 24 hours from the end of the event any kitchen towels, rags, or pot holders which you use and soil during the event.
 - e. Provide your own paper products, foil, plastic wrap, or any other disposable items you may need for your event.

3. Trash must be removed immediately following the event. All food must also be removed following the event.
 - a. This remains in effect even if you have made prior arrangements to clean up at a time later than the conclusion of the event.
4. Anything broken or out of order should be reported within 24 hours. Any breakage or damage to the facility/equipment will be the responsibility of the user.
5. Clean up after your event.
 - a. Kitchen counters and sinks, and fellowship hall tables should be wiped down.
 - b. Floors should be vacuumed.
 - c. If there have been spills in the kitchen or bathrooms, those areas must be mopped.
 - d. All trash must be removed and garbage cans relined with the trash bags in the kitchen.
 - e. The space must be left clean and all items brought in for the event removed by 24 hours after the event.
 - f. The building key, if loaned for the event, must be returned by 48 hours after the end of the event.
6. The air conditioning should be set to 72°F, or the heat should be set to 65°F.
7. All exterior doors should be locked.

Any exceptions to the above guidelines and rules should be discussed before the event with the church liaison. The church reserves the right to adjust the times by which the space must be clean and items must be returned based on the building's schedule.

Parish House Alcohol Policy

1. Only Beer and Wine may be served.
 - a. Exception: Spirits may be used for a toast, when approved by the pastor and/or elders present.
2. Alcohol may only be consumed *inside* the Parish House.
 - a. Exception: Alcohol may be consumed in the back yard during a cook-out, provided it is in a cup, and no open labeled containers are visible.
3. In the case of a non-church function a church member must be present on site during the function if alcohol is being served. Should no church members be present, security must be hired for the event.
4. No alcoholic beverages may be left in the refrigerator or elsewhere on the premises after the function (except in the case of pre-approved alternate pick-up arrangements).
 - a. Exception: Communion wine.
5. All trash must be bagged and placed in exterior receptacles, no labeled containers may be visible in the church trash.

Guest information form

Guest Name (If the guest is an organization, please provide both the organization's name and the contact individual for the organization.)

Type of Event: _____

Event Date and Time: _____

Guest Contact Information

Cell phone: _____

E-mail: _____

Mailing Address: _____

Payment Information

Cash Check

Fee Due: _____

Deposit Due: _____

Payment Amount/Type/Date: _____

Payment Amount/Type/Date: _____

Payment Amount/Type/Date: _____

I, _____, the guest, have read the Forsyth Presbyterian Church Parish House Building Use Guidelines and Alcohol policy, and I agree to abide by them.

Signature: _____ Date: _____

Church Representative Signature _____

A building key will _____ will not _____ be loaned for this event.

The key will be due back by the following date: _____

Church Representative _____ will be on the premises to open the building at _____ and close the building at _____.

Church table clothes were _____ were not _____ used for the event.

Church table clothes were due back, clean and folded, to the church by _____
_____.

Church table clothes were returned, clean and folded, by the above time.

Church Representative Signature _____

The Parish House was inspected following the event by _____

on _____.

The deposit was voided or returned by _____.

Other notes: _____

