



DIY Fellowship Hall and Kitchen Event Instructions

Use of the Fellowship Hall and Kitchen spaces at Peace Church must be reserved in advance. Reservations may be made online <http://www.peacepca.org/facilities-calendar> or contact the church during **regular office hours Tues – Fri 9-5 at 919-467-5977**. Event approval is governed by the Building Use Policy. There may be a charge involved as a means to defer some of the expenses with cleanup and wear and tear associated. All users assume full responsibility for breakage and damage that occurs because of the use.

Peace Church is a house of worship and ministry and is not a public venue business. There is no dedicated staff available to setup for events. Please understand that use of the facility will require the user to perform setup, breakdown and cleanup activities. Room use is a “do-it-yourself” (DIY) activity. The general idea is leave it as good or better than it was found so we can continue to be a place well used by God. If a caterer is employed please supply this document for their review.

For urgent or other facility related issues during the event please text or call the Office and Facilities Manager, OFM, **Todd Blonshine, at 919-830-4360 or toddb@peacepca.org**. If audio visual is desired please contact OFM for details prior to the event.

General Rules

- All durable (not disposable) items accessible without needing to unlock a door are available for use. Everything used must be cleaned and returned to original location
- Sweep after event with brooms and dustpans found behind kitchen door
- Remove all trash to dumpster in back of church
- Turn off lights when finished
- Please utilize the two large restrooms located near the kitchen in the hallway
- Classrooms are generally off limits

Capacity

- The fellowship hall seats approximately 200 people at tables
- If seated auditorium style (no tables) then the hall will accommodate over 300 persons
- Courtyard use is granted as an extension of the fellowship hall use. Courtyard lights are on timers. All items moved into the courtyard must be returned indoors after event, and area appropriately cleaned.

Tables & Chairs

- Tables and chairs are located in unlocked closets in fellowship hall. Note that all of the tables listed below are available for use but all cannot be accommodated in the fellowship hall at the same time.
 - 21 round 5 foot diameter (60”) tables - seat up to 8 each = 168 people
 - 16 rectangular 6 foot tables - seat up to 8 each = 128 people
 - 8 rectangular 8 foot tables - seat up to 10 each = 80 people
 - 4 rectangular 4 foot adjustable height tables
 - Approximately 180 gray plastic stackable chairs



- Tables must be wiped down after use
- Users are encouraged to consider disposable plastic tablecloths to make cleanup easier
- Table users must fold tables and return to the closet after use

Peace Members are permitted to use cloth tablecloths. Please contact **Darcie Innes 919-906-1305** or the church office 919-467-5977 for access. There are white, gray, and blue tablecloths available. *Please use the white polyester tablecloths for small events.* **Lynne Farrow, 805-302-5519**, is our tablecloth lady. All dirty table clothes should be shaken out, bagged, and delivered to her for cleaning, unless you have made other arrangements with her.

- Chair users must return chairs to the closet after use, stacked on carts. Chairs should be inspected and wiped down, if dirty, after use.
- There are four high chairs and one booster seat for use, please wipe down, stack and return to table closet after use.

Kitchen Use

- Utensils, pans, pitchers, serving ware and dinnerware found in the kitchen may be used
- The drink dispensers hold 3½ gallons per side.
- Ice is available from the ice machine located in the closet in the hallway outside the kitchen. Coolers are located on shelves in the chair and table closets. Ice may be used freely. Lift UP on the handle to access the ice closet. Use scoop on door to remove ice.
- Dishwasher use is limited to those who are trained - please see the OFM
- Coffee machines may be used but users should provide their own coffee. If you want to use the coffee system, please contact Linda Domin at 603-848-3888.
- There is glassware available (platters, punch bowls, pitchers, etc.) and large cookers. Please contact Darcie Innes 919-906-1305 or the church office 919-467-5977 for access.
- All food left in the refrigerator, freezer or any other location in the kitchen should be marked with a note indicating its ownership and expected use or removal date.
- There are two microwaves, four large ovens (2 electric and 2 gas) and twelve gas burners for warming and cooking. Users should clean up all spills after use.
- There are two under sink disposals for miscellaneous foods scraps. The switches are on the wall above the sinks. All food scrap should be scraped into trash bags – please do not put down the disposals.

Kitchen Cleanup

- All used items should be washed, dried and returned to original location.
- Leftover food should be removed immediately after the event. **All unmarked leftover food will be thrown out.**
- Dishes belonging to Peace members should be placed on the back corner for pick up.
- Take home, wash, and return all used towels to the labelled bin.
- Wipe down all stovetops and microwave interiors.
- Return utensils to their labelled container.
- Empty all food trash to the outside dumpster.
- Wipe all counters and surfaces after use.
- Sweep floor with brooms located in back of kitchen door.
- Drink dispensers should returned to original location, rinsed and clean.