



DIY Fellowship Hall and Kitchen 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, 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 not a public venue business. There is no dedicated staff available to setup for events and no hospitality manager. 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 facility related issues during the event please text or call the Office and Facilities Manager, OFM, **Todd Blonshine, 919-830-4360** or toddb@peacepca.org.

General Rules

- 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 off limits
- If audio visual is desired please contact office for details *prior* to the event
- Feel free to adjust thermostats in fellowship (by table closet) and kitchen area (by bathrooms)
- No decorations are permitted unless previously approved by the office. **No tape other than blue painter’s tape is permitted.** All décor must be removed after event.

Capacity

- The fellowship hall seats approximately 200 people at tables. Patio and courtyard can accommodate 200+ people seated at tables. Combined eating capacity ~ 500 people.
- If seated auditorium style (no tables) then the hall will accommodate over 300 persons
- Courtyard and patio use is a separate reservation
- Courtyard lights are on timers. All items moved into the courtyard or patio must be returned indoors after event.
- Note that all of the tables listed below are available for use but all cannot be accommodated inside the fellowship hall at the same time.
 - 20 round 5 ft diameter (60”) tables - seat up to 8 each = 160 people
 - 16 rectangular 6 ft tables - seat up to 8 each = 128 people



- 8 rectangular 8 ft tables - seat up to 10 each = 80 people
- 10 rectangular 6 ft patio picnic tables – seat 6-8 each = 60 people
- 180 gray plastic stackable chairs on racks in fellowship hall
- 60 fabric chairs stacked along wall
- 25 folding plastic chairs located on patio

Tables & Chairs

- For special occasions, Peace Members may be permitted to use cloth tablecloths. Please contact **Darcie Innes 919-906-1305** or the church office 919-467-5977.
- Tables and chairs are located in unlocked closets in fellowship hall.
- Tables and chairs 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.
- Chair users must return chairs to the closet after use or stacked against wall (cloth)
- 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. Ice may be used freely. Lift UP on the handle to access the ice closet. Use scoop on door to remove ice.
- Coolers are located on shelves in the chair and table closets
- 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 **Rick Thomas at 336-972-9868**
- There is serving ware 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.
- All food scrap should be scraped into trash bags. There are two under sink disposals for miscellaneous foods scraps. The switches are on the wall above the sinks.

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.**
- 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.