

## Policies for the Use of the FISH Meeting Room and/or Kitchen

The continuing programs of FISH and the church, including FISH board meetings and Sunday morning church activities have priority. The meeting room, demonstration kitchen, and rest rooms are available for public use, particularly for meetings and events that support the hunger related missions of the FISH Food Bank and the congregation. The following guidelines must be followed by groups, individuals, and organizations using the facilities.

1. Request for scheduling will be made through the church office at 541-386-3993 or [office@hoodriverchurch.com](mailto:office@hoodriverchurch.com) . The office is staffed Monday - Thursday mornings.
2. Scheduling of the meeting room will be discouraged during times of food distribution: Monday, Wednesday, and Friday from 3:30-5:30pm and Saturday from 10am -12 pm.
3. The facility and grounds are alcohol, tobacco, and drug free.
4. No group using the facility may discriminate on the basis of race, religion, national origin, sexual orientation, gender, or any other protected class.
5. No animals are permitted in the facility other than certified assistance dogs.
6. Decorations and displays must not damage the property and are to be removed at the conclusion of the event.
7. All materials and garbage are to be removed and disposed of at the conclusion of the event. The room should be swept and left in good condition.
8. The arrangement of the room, tables and chairs and equipment are to be returned to the previous set up or stored in the closet if so directed.
9. When the application is approved, the organization and contact person named on the application agree to take full responsibility for the event and activities of the group, the conduct of the attendees, and any damage to the building, property, or equipment arising from the group's use of the facilities.
10. The organization and contact person agree to release and hold harmless FISH Food Bank and Asbury Our Redeemer Church, its officers, agents and volunteers from any liability, claims, injury, or other damage arising out of the organization's activities on the church premises.
11. FISH and Asbury Our Redeemer, by approving the use of its facilities, does not endorse or sponsor the event. If information about the location of the event is announced, the group will clearly indicate that FISH and the church are not endorsing or sponsoring the event unless otherwise arranged.
12. If the kitchen is used all dishes and equipment are to be washed and returned to original locations. No food is to be left in the refrigerator or freezers and all garbage is to be removed. A separate check list for the kitchen should be completed. The checklist may be found on the bulletin board in the kitchen.
13. Any malfunctions or problems should be reported to the church office immediately. If the office is closed the contact number provided on your signed agreement should be called.

07/14/2015