

UCC Women's Guild Service Policy Special Events in Fellowship Hall

Women's Guild members will provide service for special events when it is for an attending and contributing member of the church, their family or organized group of the church. Exceptions (including non-members) may be granted by agreement of the Senior Minister and the Women's Guild.

The Guild fee includes an additional hour of set-up and an hour of clean up which includes table linens, cleaning of table linens, kitchen clean-up, dish washing, coffee service, cutting and serving cake, and replenishing of catered food. Upon request the Guild will provide cookies/pastries.

Food may be catered-in, but is limited to food served buffet style. Any arrangements for outside food and payment must be made directly to the caterer by the event holder. Only Guild members are permitted to prepare food at the church. Coffee and/or tea will be prepared by the Guild upon request. All beverages except coffee or tea are to be purchased by the party responsible for the event. Punch is to be prepared and brought to the church ready to serve with the exception of last minute preparation such as the adding of carbonated beverages. Any alcoholic beverages served are to be consumed in moderation as defined by the attending Guild member. No smoking is permitted on the premises.

Decorations may be placed on the tables or window sills, but nothing should be placed on the walls, windows or light fixtures. Room usage and decorations must be in accordance with Kansas fire codes. The event holder is responsible for decorations for the room, special napkins and any plastic or paper ware. Set-up for the event may occur one hour prior to the scheduled event.

All events serviced by the Women's Guild volunteers maybe scheduled for 2-4 hours. The cost is \$300.00 for the initial 2 hours and \$50 for each additional hour. Fees must be paid to the UCC Women's Guild at the time the event is scheduled. There is also a set-up/clean-up fee of \$100.00 to be paid directly to the church sexton.

The room capacity is limited to 100 persons for seated meals and 160 for cake/cookies and beverage.

Evening events must end no later than 9:00 P.M. to allow for cleaning and securing the premises.

October 3, 2018