

Café Reservation and Use Agreement

The Café is undoubtedly the most popular and requested room in our church. It serves as the focal point for visitors entering our church and regular attendees have come to love and appreciate it as a unique and beautiful gathering place for fellowship. If we are to preserve this uniqueness and keep the Café in immaculate condition, it is essential for Café guidelines to be complied with.

Intended Use ó The Café is to be used as a café and meeting place. Sunday morning is the appropriate time to invite a guest to meet you and enjoy a latte or cappuccino together. All other group functions and meetings should be reserved.

Group Capacity ó The Café must be reserved, and its use approved, for all group functions. The Café seats 21 (not counting the sofa and 2 chairs) and groups larger than 25 should reserve rooms elsewhere to satisfy their capacity needs.

Reserving the Café ó Reserving the Café is handled through the Church Office. Youth functions are not permitted without onsite adult supervision. A Café Use Agreement needs to be signed by the Youth Group's sponsor in attendance for the entire event.

Furniture ó The furniture should not be moved out of the Café. Furniture should also not be added. Changes to the furniture arrangement should be approved and noted on the reservation form. The Café should function primarily as a café, which serves espresso and light baked goods to compliment your group function. Please don't sit on the arms or recline on the leather sofa and chairs.

Cleaning ó The Café should be cleaned after your group function. Pergo floors have specific cleaning requirements, so we ask that you follow the "Limited Use And Clean Up Guidelines" referenced below. Cleaning fees may be charged to groups failing to adequately clean after their function.

Foods Guidelines ó Approved goods in The Café would be light baked goods. (i.e. cookies, muffins, doughnuts and finger sandwiches) Messy foods are not appropriate and should be served and consumed in the Chapel. Arrangements can be made to open the Café Bar to serve espresso drinks and desserts by contacting the Church Office.

Leftover food from Sunday Classes can be offered to the Café within the above food guidelines. Please refrain from donating paper goods. We have specific inventory requirements, so it is preferable to channel these items elsewhere.

Café Bar and Equipment ó absolutely no unauthorized persons should be behind the counter, or remove supplies or operate equipment. The exception to this rule: The person(s) designated by the group function in charge of clean up. The clean up crew will follow the "Limited Use And Clean Up Guidelines" posted inside the door under The Café sinks. Arrangements can be made through the Church Office to open the Café for serving your group espresso drinks and desserts. Please call Bob Wilkin at 425-486-0512 to discuss costs and arrangements.

Type of Event: _____
Will You Need To Move Any Furniture? No ___ Yes ___ If yes, approval obtained by _____
Event Date(s): _____ Event Time(s): _____
Person In Charge Of Event: (I have read and understand Use Agreement) X _____
Event Approval Signature (Church Secretary): X _____
Café Coordinator Approval (Only if Café Bar To Be Opened): X _____