



Building Policy

GENERAL RULES AND FEES

SCHEDULING

1. The church hall must be scheduled by an active member of the church. It will not be rented or scheduled for non-members.
2. Members desiring to use the church hall must contact the church secretary (735-4474) and indicate the desired date, time and type of activity. If the calendar is clear, the secretary will grant permission and write it on the church calendar in the church office.
3. Arrangements should be made with the church secretary to have the building unlocked and locked.

FEES

1. The church does not charge for use of the building however, members often give a donation to the church to cover expenses (heat, air conditioning, water, electricity, etc.)
2. The church hall is not rented out to private individuals or non-church related clubs or organizations.

GENERAL RULES

1. DO NOT USE SCOTCH TAPE to attach anything to the walls. (Masking tape is okay)
2. Children are not allowed in the sanctuary or class rooms unless accompanied by an adult. The sound booth, microphones, and musical instruments are great temptations to young and old. Resist temptations. Do not touch. These are all very expensive pieces of equipment, especially the sound system, so unless one of our authorized sound technicians is present, the equipment will not be used..
3. No smoking is permitted in any part of the building, including the rest rooms.
4. No alcoholic beverages are allowed.

CLEAN UP

1. Bring trash bags for your trash, and please take it with you when you leave.
2. Table coverings are not furnished by the church.
3. Do not leave anything in the refrigerator. Food left in it is thrown away.
4. Do not leave opened food (such as cake, cookies, potato chips) in the kitchen when you leave. It might be several days before someone is in the kitchen. It attracts bugs, ants and other undesirable critters.
5. Everyone using the church hall is expected to put everything back in its original place and sweep the floor.
6. The Fellowship Committee is in charge of the kitchen. If you need to use any of its items (such as stove, coffee pot, iced tea pot, etc.), check with the chair person for permission and instructions on how to use each item.
7. Check the restrooms to make sure the lights are turned off, trash is removed and the toilets are flushed properly.
8. If the nursery was occupied, please check to make sure all toys are picked up and all used diapers are removed. It could be several days before the nursery is occupied again and used diapers get a little ripe.
9. If you have been loaned a key to get in and out, don't forget to return it!
10. Don't forget to turn off all of the lights.
11. Heating and Air conditioning units are not to be touched. If you need assistance please contact a church representative.

Note: Exception to these rules may be made at the discretion of the committee: Pastor, Chairman of the Deacons, and Chairman of the Trustees.