

# SHOAL CREEK

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## *Baptist Church*

### **Event Policies & Guidelines**

Adopted by Shoal Creek Baptist Church

October 5, 2016

*Wedding/Event Coordinator*

Lynn Mouser

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# *Use of Facilities*

## Members

Shoal Creek Baptist Church uses the following policies and guidelines regarding use of the Fellowship Hall/ Welcome Center to help make all your family events memorable.

*Shoal Creek Baptist Church reserves the right to ensure that all festivities that are held in Church Facilities/Grounds are dedicated to the Lord to be used to bring honor and glory to HIM. Therefore, all events must be in line with the Vision of the Church and current bylaws.*

### **I. General Information**

Contact the Wedding/Event Coordinator through the church office to schedule/reserve the fellowship hall for any of the following events. Use of the facilities will be on a first come, first serve basis. The church expects any member using the facilities to take proper care of all properties.

Please remember, the church doesn't host or give showers/events; Church members, small groups, and Sunday School classes do as family care outreach.

#### **Showers/Teas**

Any small group, Sunday School class (includes outreach to any prospect of the church), or church member (for a member, member's child, or member's grandchild) wishing to host an event in the church facilities; must contact the office for details. The Wedding/Event Coordinator and Senior Pastor will approve the use of Church Facilities.

#### **Reunions/Events**

Any church member that wishes to use the church facilities for any family events will also need to contact the office for the details and availability.

#### **Event Fees**

	<u>Damage Deposit</u>	<u>Cleaning Fee</u>
Use of Fellowship Hall/Welcome Center	\$50.00 (each)	\$75.00*

\*Cleaning fee may be waived if you choose to do all clean up immediately after each event. If cleaning is not up to normal standards, a portion or all of the damage deposit may be held. Cleaning policy/check list will be provided to the member.

### **II. Details**

1. Damage deposit is due at the time of scheduling event. Any damage greater than the deposit will be the responsibility of the member.
2. No tacks, nails, or tape can be used on any woodwork or sheetrock in any part of the building.
3. Any furniture moved is to be placed back to its original place and/or order.
4. Newly purchased white tables and cloth chairs may not leave the building for any reason outside church sponsored events. However, there are 5 each of the older round and rectangle tables and metal chairs that can be checked out through the church office.
5. Non-Church events will not be promoted through church publications (bulletin)- invitations can be distributed through small groups, Sunday school classes, Welcome Center, or social media.