

Bath Christian Church
Checklist and Guidelines for Using Fellowship Hall
Members and Non-Members
Adopted 5-5-2019

Although we have custodian services, it is the responsibility of the person/group using the facility to ensure all regulations and guidelines are followed and that the facility is in order when the event is over.

Non-members must have a sponsor who will be responsible for locking/unlocking the building, ensuring all guidelines are followed and for ensuring that the facility is left in correct order.

Normal church activities will take priority over non-church requests.

1. For security purposes, children/youth should not be allowed in the facility unless an adult is present. No children allowed in nursery without adult supervision.
2. When using the facilities, do not use tape or nails for decorating. Facility will be available one day prior to event for decorating.
3. You must furnish your own paper products and cleaning supplies for the event.
4. All tables and chairs must be wiped clean and placed back in the proper locations.
5. Tablecloths, silverware, coffee pots, etc. are to be used for church sponsored events only.
6. The Fellowship Hall and the Kitchen are to be cleared of all decorations and food. If you have used dishes, ensure they are washed and put in their proper location. Do not leave any fruit or acidic foods uncovered in the refrigerator at any time. All left-over food should be removed from the facility.
7. Ensure countertops and cabinets are clean.
8. Ensure all burners are off.
9. Floors should be swept and mopped with warm clear water (no abrasive detergents of any kind on the floors).
10. Please check to be sure stoves are off, coffee pots are unplugged, appliances are cleaned and all items are in their proper places.
11. Bathrooms must be checked. Be sure commodes are flushed, cleaned and lights are off. If you recognize an issue, please leave a note or report to your sponsor so the defect can be corrected.
12. Tie up and place all trash in the outside dumpster.
13. When you leave the facility, ensure that all lights, heat and air conditioner settings are set to correct settings. Ensure all doors are locked.
14. Smoking is prohibited inside the building.
15. No alcoholic beverages are allowed on the premises of Bath Christian Church.
16. If this is a wedding event, the wedding policy must also be followed.

Rental Fees:

<u>Building</u>	<u>Rental Fee</u>	<u>Cleaning Deposit</u>
Sanctuary	\$300	\$200
Fellowship Hall	\$200	\$100

*If using building as a backup for some other place:

Charge \$300 + \$200. If not used will get \$150 of fee back plus cleaning fee returned.

This refund request will be made to the Facilities Scheduler. Refund will be made within two (2) weeks of the request.