

# FACILITY USE GUIDELINES

**In an effort to assist you in making your event run as smoothly as possible, the Board of Trustees at Glasgow Evangelical Church has appointed a Facility Coordinator. The Facility Use Coordinator is available to help you in any way possible.**

**After your event has been approved and you have returned your Facility Use Form to the church office, the coordinator will receive a copy. Following that, they will communicate with you to determine the needs for your event and then coordinate all “set-up” requests with our custodian.**

**In addition to providing a coordinator to assist with your event, we have also developed some “House Rules”, designed to help all of us take better care of this facility God has entrusted to us.**

- 1. The use of the facility includes non-ministry uses of the Church such as: birthdays, dinners, baby/bridal showers, etc.**
- 2. There is NO tobacco, drug or alcohol use allowed in the building or on outside property. If your event includes a dance, please hold the dance in another facility.**
- 3. Duration and Time of events:**  
All events should end before 10:00 p.m. to assist in clean up & lock up. Allow yourself adequate time to return all areas to original condition. There will be no events allowed on Sundays until 1:00 p.m.
- 4. Equipment Use:**  
The use of all church owned equipment must be specifically requested. (I.e. tables, chairs, props for drama, music items, wedding items, furniture, etc.) ONLY items previously requested may be used. If moved, return items to original place.
- 5. Sound System:**  
We require that our own trained soundboard operators perform the sound equipment duties in the sound room. However a CD player & tape player are also available. This is included within the facility fee.
- 6. Kitchen Use:**  
Any food items used from the kitchen must be replaced (i.e. coffee, sugar, creamer, etc.) We prefer that you bring your own food. If tablecloths are used, they must be washed or dry-cleaned & returned to church. Dishtowels used should be left for kitchen committee to launder. No kitchen equipment can be removed from the church. Please wash all dishes,

coffee pots, pots & pans, flatware & anything else used and return to proper place. We appreciate your leaving the kitchen clean and in order.

**7. Decorating Sanctuary & Fellowship Hall:**

Decorating for event will not be allowed until a day before your event providing there is not an event before yours. All arrival times for decorating must be approved with the secretary. Please call: 228-2755

**8. Use of Nursery:**

The Facility Use Coordinator should be notified if you need to use the nursery for your event. They will check scheduling with our Nursery Coordinator. We prefer that you supply your own attendants. They should be either an adult or responsible young person. An attendant needs to be with children at all times. Older children should not be allowed to play in nursery unattended

9. Please make sure that all items that are personally brought in are taken with you at the end of your event. Any lost and found items will be held for two weeks then disposed of at the church's discretion.

10. After using the Church facility, please leave it better than you found it. You are responsible for clean up unless prior arrangements have been made. The church can provide assistance with clean up at a fee of \$25 per hour.

11. An event coordinator will inspect the facility after it is used to determine if the guidelines have been followed. If not, he or she will contact those in charge of the event and proper adjustments will be discussed.

**RECEPTION FACILITY USAGE FEES:**

\$50 Facility use (for church members this fee is waived)

I/We have read and agree to the facility guidelines.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

**Glasgow Evangelical Church  
939 4<sup>th</sup> Ave. N**

**Thanks for your cooperation!  
God Bless!**