

GENERAL RULES FOR USE OF BUILDING

All building facilities were provided by God's benevolence through the sacrificial generosity of church members, and will be used solely for religious or ministry purposes. Permissible use may include divinely authorized worship, church fellowship, religious teaching, outreach, benevolence, education, funerals, biblical weddings and other activities that have a bona fide religious or ministry purpose and are approved by our eldership. While some permissible activities may only indirectly advance a religious or ministry purpose, exclusively secular or commercial activities are not permitted.

1. There will be **no smoking** anywhere in the building or on the building grounds.
2. There will absolutely be **no alcoholic** beverages of any kind brought into the building or onto the building property. Anyone who comes to an event intoxicated will be asked to leave immediately.
3. There will be **no cursing** or use of foul language on the building premises.
4. There will be **no dancing** anywhere in the building or on the building grounds.
5. Tables and chairs are to be set up and taken down by the persons using the fellowship hall, any classrooms or auditorium. Additional tables and chairs from other classrooms may be used provided they are returned to their proper place at the conclusion of the gathering. Care is expected in handling furniture. If the floor needs vacuuming or cleaning, this is the responsibility of the person making the request. The only exception to cleaning is in the event of a wedding and the vacuuming and cleaning is done by a hired individual (at the requester's expense). Vacuum cleaners are kept in the closet behind the Rowlett Room and the janitorial closet in the foyer. The mop is stored in the cleaning closet in the kitchen area.
6. Installation of decorations shall be by a method that will not damage ceilings, walls, woodwork, etc. All decorations used must be removed immediately upon completion of the gathering. See **Section B** for guidelines on permissible decorations.
7. The rest of the building, except rest rooms, is "Off Limits" to the gathering unless prior arrangements have been made. While we try to keep the building a safe environment, it is neither safe nor desirable to allow children to wander through the building unsupervised.
8. The kitchen may be used to prepare and serve food. It is the responsibility of the user to leave everything, including the floor, clean.
9. Any kitchen equipment may be used; however, no supplies such as paper plates, cups, coffee, etc. will be provided by the church. However, if the activity is a valid church function, then supplies may be used.
10. All garbage must be put into plastic bags, found under the sink in the Rowlett Room, and **taken to the dumpster** that is located by the garage. Leave clean garbage can liners in the garbage cans with lids in place.
11. The person requesting the use of the building will be responsible for seeing that the rules are observed and the building is left ready for use.

Initial _____

WECOC

Revised 7/31/17

WEDDINGS

1. All rules in **Section A** apply.
2. The person and/or bride requesting use must meet with the church secretary in person to discuss the rules at an appropriate time before the wedding.
3. All rooms used for changing and dressing must be left clean and in order.
Bride: Room 218/220, **Groom:** Room 221, outside entrance is available and an adjacent bathroom.
4. It is the responsibility of the one requesting the use of the building to see that:
 - a. Chairs and tables are to be replaced in the appropriate order. Tables are to be returned to the storeroom.
 - b. Caterers remove garbage and clean counters.
 - c. Auditorium and foyer furniture is replaced.
 - d. Rooms used for dressing and changing, including restrooms, are left clean, neat and in order.
 - e. Bird seed is swept from sidewalks.
 - f. The building is secured after the wedding.
5. Only bird seed is allowed for throwing. It is the responsibility of the person requesting use of the building to have the sidewalks and drive swept.
6. A building key can be issued to the person requesting use (bride or mother of the bride) if it is determined to be expedient for rehearsal, florists, caterer, etc. The key should be returned to the office by the next day the office is opened.
7. The office area will usually be closed and secured. A phone is available in Room 220.
8. All items placed in the building (flowers, food, candle holders, etc.) must be removed promptly after the wedding or reception.
9. Only non-drip or battery operated candles may be used.
10. Do not use real flower petals in the aisle.
11. Anything attached to the walls must be done in such a manner not to harm the finish.
12. The building should be clear of the wedding guests no later than 10:00 p.m.
13. The person reserving the building for the wedding will be responsible for any damage to the facilities.

MISCELLANEOUS

1. **Lighting and Sound** - Only trained technicians are allowed to operate the sound and lighting equipment. A list of approved technicians will be provided by the church office. They will charge you for the service.
2. **Janitorial** - Only approved janitorial services or individuals are allowed to clean the building after the event. A list of approved servicers and/or individuals will be provided by the church office. They will charge you for the service.

Initial _____

BUILDING USE APPLICATION FORM

Date _____

Name of person making request: _____ Phone _____

Activity: _____

Date(s) and times building needed: _____

Key to be issued to _____

Rooms needed (in event of wedding)

_____ Auditorium

_____ Rowlett Room (rehearsal dinner)

_____ Rowlett Room (reception)

_____ Old Fellowship Hall, Rooms 206 & 208

_____ Groom's Dressing Room, Room 221

_____ Bride's Dressing Room, Rooms 218 & 220

_____ Other, Specify _____

Rooms Needed (one time or regularly scheduled gatherings)

Member who will be present and responsible _____

_____ Old Fellowship Hall _____ Rowlett Room

_____ Other, Specify _____

Person responsible for clean up _____

I have read the "General Rules for Use of Building, Section A" and "Weddings Section B" (in the event of a wedding) and agree to comply with the requests listed therein.

Signature _____ Date _____

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