

## **USING THE FELLOWSHIP HALL/KITCHEN**

1. You are required to have an assigned Building Representative (Church member sponsor) present for your entire event. This person will act as your connection to the Church for your event. He/she will be given the necessary keys to access the agreed-to space(s).
2. It is suggested that you prepare signs to direct your guests to the correct room. All signs must be approved, and may be placed on the doors only with adhesive that does not harm walls, i.e. painter's tape. You may also want signs outside to direct guests to the correct outside door. All guests must enter the door assigned to your event.
3. Both parking lots may be used but you will need to make arrangements with your Building Representative if you need the back lot for overflow parking, since it is normally locked.
4. **NO SMOKING OR ALCOHOL IS PERMITTED INSIDE THE BUILDING.**
5. If an accident occurs or if there is damage to Church property, please contact your Building Representative immediately.
6. If damage occurs or additional cleaning is required, your group will be billed for the costs.
7. You will hold University Baptist Church harmless from liability to anyone for injury or loss suffered while participating in whatever activity you conduct on the premises, regardless of the cause. You will maintain insurance at a level to cover any injury or loss.
8. Seating and table set-ups will be made by Church staff as specified in your request. Occupants should not attempt to reconfigure furniture, etc.
9. No drinks or floral arrangements may be placed on the piano.
10. When food and/or beverages are to be served, all items required for serving must be brought to the event. The Church does not provide paper goods, silverware, ice, etc. for outside groups. If there is an expectation to use the stove, refrigerators, coffee makers, etc., permission must be requested through the Church office.
11. You are responsible for disposing of trash in the receptacles provided and for picking up papers, cups, etc. before you leave. All food served in the Fellowship Hall must be removed following your event or placed in the trash containers provided. Custodial services will be limited to trash removal, floor cleaning, and furniture arrangement.

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12. The Kitchen counters and sinks must be cleaned after use. The floors should be swept clean and any spills cleaned. If damage occurs or additional cleaning is required, your group will be billed for the costs.
  13. All AV and sound equipment and extension cords brought into the Church must be UL approved, grounded and approved by staff in advance.
  14. Any special needs should be addressed to the Building Representative or the Church office.
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