

University Baptist Church  
Policies, Procedures and Guidelines Manual

## Using the Classrooms

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 and will have any necessary keys to access the event space(s).
2. It is suggested that you prepare signs to direct your guests to the correct room. Interior signs may be placed on the doors *only*, with adhesive that does not harm walls, such as painter's tape. Outdoor signs are also suggested to direct guests to the correct building entrance. All guests must enter the door assigned to your event.
3. You are responsible for the entry and exit of your guests/attendees. Do not admit persons into the building who are not a part of your group.
4. Exterior door(s) must not be left unlocked or propped open at any time. Someone from the group should be assigned to admit your group members (only).
5. Both parking lots may be used but you will need to make arrangements with your Building Representative if you need the back lot for parking, since it is normally locked.
6. Members of your party are expected to remain in your event's room(s).
7. NO SMOKING OR ALCOHOL IS PERMITTED INSIDE THE BUILDING.
8. You are responsible for any damage during your event. If damage occurs or additional cleaning is required, your group will be billed for the costs.
9. If an accident occurs or if there is damage to Church property, please contact your Building Representative immediately.
10. 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.
11. Beverages, water and light snacks are permitted. All food, drink, and paper and serving products must be brought in, as the Church kitchen facility is not available.
12. The room will be arranged by the Church staff as specified in your request.
13. Use only the classrooms agreed upon. The classroom boards are available for your use however you must supply your own erasers. A limited number of marker boards are available through the Church office
14. No food, drinks, or floral arrangements may be placed on any piano.