

University Baptist Church
Policies, Procedures, and Guidelines Manual

USING THE CHOIR/LECTURE SUITE

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. 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. Members of your party are expected to remain in the area in which your event is taking place.
5. **NO SMOKING OR ALCOHOL IS PERMITTED INSIDE THE BUILDING.**
6. If an accident occurs or if there is damage to church property, please contact your Building Representative immediately.
7. If damage occurs or excess cleaning is required, your group will be billed for the costs.
8. You will hold UBC 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.
9. The piano is tuned twice a year, in November and May. If you wish it to be more freshly tuned, you may pay our tuner his fee and have it done. Make those arrangements with the church office or the organist.
10. Electrical outlets are located along the front wall of the room. If you need power to run any equipment, be prepared to use extension cords.
11. The room will be arranged by the church, as specified in your application. The music stands and artist's bench (for the piano) may be used, by request. The chairs may be repositioned as needed.
12. No floral arrangements may be placed on the piano.
13. **NO FOOD OR DRINK IS ALLOWED IN THE CHOIR ROOM.**