

University Baptist Church  
Policies, Procedures, and Guidelines Manual

**USING THE CHOIR/LECTURE SUITE LOBBY**

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. 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. 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.
8. 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.
9. All food, drink and paper and serving products must be brought in, as the Church kitchen facility is not available.
10. You must provide your own tablecloth for the table; neatly fold the one that is now on the table, store it in a safe place, and return it afterwards.
11. You may use the centerpiece and the candlesticks that are currently on the table. However, you may not burn the candles currently in the candlesticks.
12. You must clean up all trash and food and dispose of them in the trash receptacles provided.