

USE AND CARE OF THE FELLOWSHIP HALL AND YOUTH ROOM

The Fellowship Hall and Youth Room are available to members of the Abundant Life Baptist Church or non-members who are regular attendees. Anyone wanting to use them must obtain prior approval from the Board of Trustees. Please be aware that their use will be subject to availability. Scheduling and forms are available through the Church Office.

The Fellowship Hall and Youth Room have been approved for family dinners, parties, receptions, etc. and when using the hall good judgment and discretion are expected since this is a church facility. Events held on the premises will be a reflection on the church. At no time will smoking or drinking of alcoholic beverages be permitted anywhere on the premises.

All activities will be confined to the lower level (Fellowship Hall, Youth Room, kitchen, and lower restrooms). Food and drinks are to be confined to the tiled floor area only and are not permitted in the Youth Room. Office areas and classrooms will not be made available for use.

No fee will be charged for the use of the Fellowship Hall or Youth Room for church members, or regular attendees, although donations would be appreciated to help cover the cost of the facility and utilities. Any damage that takes place during an event should be reported at lockup time and will be assessed for possible reimbursement for repair or replacement expense.

Decorations can be used in the Fellowship Hall or Youth Room but must be in good taste. Only 3M brand Command Strips may be used to attach decorations to any painted wall surface or ceiling (please observe package instructions for proper removal to avoid damage to surfaces). Tape is strictly prohibited for hanging decorations. If you have any questions about decorations you may contact the Church Office.

Since this is a church facility good judgment and discretion need to be shown when scheduling entertainment. No dancing is permitted in the church at any time. Any other entertainment will be at the discretion of the Church, either the Pastors or the Deacons.

Tables and chairs in the Fellowship Hall are provided by the church. Extra tables and chairs are stored in the storage room and are available for use as well. Please do not use classroom furniture with fabric upholstery. Make note of the table and chair arrangements before you set up so they can be returned to their original arrangement.

The kitchen may be used to serve food and snacks but shall not be used for initial food preparation (i.e. cooking on stovetop, baking in oven) without the prior approval of the Board of Trustees. The refrigerator is available for use during the event.

User must furnish all supplies for the event. Church supplies (i.e. cups, napkins, tableware, table coverings, food, drink, etc.) should not be used.

Children are to be supervised and all guests must confine themselves to the lower areas of the building unless accompanied by a member or a regular attender of the Church. You are responsible for the conduct of your guests.

Before leaving the premises, all decorations must be removed, and all areas must be cleaned and put back in the same arrangement as was found upon arrival. Garbage should be bagged and placed in the dumpster in the lower parking lot and all food brought in for the event must be removed from refrigerator. Please inspect the facility to ensure that you are leaving everything clean and in order. Sweep the floor and mop any spills from food or drink.

Do not leave the building unattended. When leaving the building someone in authority must be there to properly lock and secure it. Make note of who is meeting you for the opening and locking up of the building. Have their phone number in case you need to contact them for any reason. A list of individuals

who can lock and unlock the building is available in the church office, and trustees' phone numbers are listed by the phone in the kitchen.

Regarding the use of the recreational equipment (foosball table, Ping-Pong table etc.), all supplies (balls, paddles etc.) are expected to be returned to the storage room. Please remember to use the utmost care with the equipment and respect the church's property.

When using the Fellowship Hall or the Youth Room, the person/s will be responsible for scheduling an exact time for opening, closing, locking up, and securing the building. To reserve the hall and to schedule times, a Facility Use Request Form must be completed (either on our website at www.albc.church or in the church office), returned, and approved to secure the use of the facilities.

A sign-out/in sheet for the borrowing of tables and chairs from the church by members and regular attendees is located in the church office. Prior approval must be secured from the Board of Trustees.

Approval by the Trustees is required prior to posting any information on the church bulletin boards. Unauthorized postings will be promptly removed.

The church is not available to be used for any reason where personal gain is involved. (Example: a Tupperware Party, Amway, Avon or Mary Kay Party)

In the event you cannot reach your designated contact, you can find a list of **emergency** contact numbers (trustees), posted on the wall next to the kitchen phone.