Blue Ridge Cowboy Church Building Use

1. **If** you are an active member of the church, and have been for a minimum of one year, you may use the church facilities.

2. **DATES** for using church facilities for your birthday, anniversary, shower, family get-together, (no personal parties for business' such as paparazzi, or similar events), must be scheduled through the Church Office. The church calendar is on a first-come basis. So, it's important that you get on the calendar as soon as possible. This will give your event priority.

3. **You** must bring your own supplies, (plates, cups, ware, etc…)

4. **USE FEE** Fees must be paid at the time of your reservation of the event.
   a. $50 up to 29 people
   b. $100 for 30 or more people

5. **CLEAN-UP** Everyone who uses any of the church facilities is responsible for clean up and restoration of those areas used. The church does not provide this service.

   a. Sanctuary - putting furniture back in place, Sweeping then Mop floors, removing ALL personal decorations, and restoring everything to its place as it was.
   b. All tables folded and returned, mopping, and setting up chairs for Sunday morning. Someone will instruct you further on this plan.
   c. Kitchen - clean kitchen and any items used thoroughly, sweep and mop floor.
   d. Bathrooms- inspected and cleaned
   e. **Carry off** all trash with you.
   f. Turn out lights and **close** all doors.

6. **HEAT, AIR** - These are preset and cannot be altered.

   GENERAL POLICIES -

   a. The Church decorations that are in place shall not be removed or altered. (Holidays or any other time)
   b. No one is allowed on the stage area of the sanctuary

   c. No alcohol or drugs are allowed in the church or on the church grounds. Smoking allowed outside only.

   d. Please do not use tape, staples or tacks on painted surfaces. No tape, nails or screws on wood surfaces.

   e. No rice, birdseed, confetti, or any other material may be thrown indoors.

   f. The bay door shall not be used.

   g. Parking only in gravel designated areas.