

TABERNACLE BAPTIST CHURCH
23875 Highway Forty-Seven
South Hill, Virginia 23970
434-865-9223

FACILITY USE POLICIES

For Non-Church Functions

Last updated May 3, 2015

Tabernacle Baptist Church is happy to allow you to use our facilities for your event. The Sanctuary will hold approximately 150 people. The fellowship hall will hold approximately 100 people. Church functions are activities decided by the church committees, ministries, and organizations of the Church.

Reserving the Church

It is very important to reserve the church. You will need to first check with the Pastor to determine the availability of the church. The Pastor will then refer you to a member of the Facility Use and Wedding Committee who will arrange to meet with you personally to discuss the policies and show you the facilities, if need be.

You will be given a Reservation Form to complete and return to the committee.

Activities Prohibited

Smoking is not allowed anywhere inside the church or fellowship hall. Smoking is allowed in the parking lot and cigarette butts are your responsibility as part of the clean-up. Also, no alcoholic beverages or drugs are allowed on the church premises (including the parking area). No one should be allowed on the premises if they are under the influence of drugs or alcohol.

Materials cannot be sold on the church grounds and the facilities cannot be used for money making purposes unless approved by the committee.

Tables and chairs cannot be removed from the church building to be used outside or at another event.

Decorations

You are welcome to decorate the sanctuary and fellowship hall. However, no tape, tacks, glue, or nails should be used on the walls, wood framework, or furniture.

If candles are used, care must be taken that no "drips" will get on the floor, carpet, or windowsills.

You may move any of the furniture (except for the piano and organ). However, any items removed or rearranged must be returned to their proper place before you leave. This includes any music books taken from the piano and organ.

Clean-up

The person or group reserving the facilities is responsible for the clean-up after use.

All decoration in the sanctuary and fellowship hall must be taken down and removed from the premises, and all furniture and other items returned to their proper place.

Floors in the sanctuary and the back of the church are to be vacuumed and the restrooms cleaned.

All trash, including cigarette butts in the parking lot, are to be collected and removed from the premises.

Fellowship Hall

You must supply your own plates, cups, eating utensils, napkins, and tablecloths as the ones at the church are for church use only.

Any leftover food must be removed. You must also supply your own containers as there are none at the church.

The floors in the kitchen and fellowship hall must be swept. If food is served floors must be swept and mopped.

Miscellaneous

It is your responsibility to arrange for a trained individual to use the sound system if it is needed.

The heating and air conditioning system is preset. The committee will make arrangements to adjust the temperature. Please do not try to adjust the thermostats.

TABERNACLE BAPTIST CHURCH
APPLICATION FOR USE OF CHURCH FACILITIES

Applicant/Group _____ Phone _____ / _____
Work/cell Home

Person Responsible _____

Address _____

Email Address _____

Desired Date and Times: _____

What is your Function/Activity? _____

Facilities Desired: _____

I agree to comply with the church rules and regulations and will take full responsibility for the care of the facilities. (Any damages that occur will be the financial responsibility of the applicant/group using the church.) I understand that Tabernacle Baptist Church is not responsible for the loss or damage to personal property.

Date: _____ Signature: _____

Reservation is not final until form is completed and returned.

Checklist for Cleaning-up and Leaving the Church

- Vacuum any carpeted areas
- Sweep the Fellowship Hall
- Mop the Fellowship Hall (if food served)
- Remove all trash and food from building
- Move all furniture back the way found
- Remove any decorations
- Ensure parking lot is clean especially cigarette butts
- Wipe down all tables, chairs, and counters.
- Do not leave any food from your event in refrigerator.