

Stevens Chapel Fellowship Hall Use Guidelines

We are very happy to make our newly renovated fellowship hall available for your event. Along with an updated facility, also comes with updates to fellowship hall policies and procedures. Please be mindful that church functions and events take precedence over personal gatherings.

Due to these new arrangements and updated equipment, **the sound system is not available to be used for your event.**

BEFORE YOUR EVENT

- Turn in a signed *Facility Use Agreement and Liability Waiver* at least one week prior to your event. This completed waiver will need to be given to Susan Mason, along with a \$100 check for a Safety & Security deposit.
 - Please make this check payable to “Stevens Chapel Baptist Church,” memo “Fellowship Hall Deposit.”
 - This check will simply be held until your post-event walkthrough.
 - If there are no issues and/or damages the check will be returned.
 - If there are issues and/or damages the check will be deposited to cover them. If the cost of damages exceeds the deposit amount, the individual/group will be responsible for all additional costs.

SETTING UP FOR YOUR EVENT

- Please be mindful to use **ONLY** non-damaging adhesives when affixing decorations to the walls.
- Please **DO NOT** tape, tack, or nail any decorations to the ceilings or doors.
- Locate all cleaning equipment in the back storage and kitchen areas.
- Please provide your own paper products for your event.

DURING YOUR EVENT

- Please keep everyone (including teens/children) out of the sound booth.

AFTER YOUR EVENT

- Wipe down all counters & tables.
- Sweep and mop floor.
- Remove **ALL** trash from the building and **take off-campus** with you.
- Replace trash bags with new trash bags.
- Set back all tables, chairs, and cleaning supplies as you found them.
- Be sure all toilets have been cleaned and flushed.
- Please do not leave any decorations, food, dishes, etc.
- Check that all lights have been turned off and lock the doors behind you.
- We appreciate you taking the responsibility to do these few things, which will enable our next service to go forward without interruption.
- Once your event is over, a designee will complete a walk-through, and return your “Safety & Security Deposit” when the building is found to be satisfactorily cleaned and returned to its regular set-up.

Stevens Chapel Facility Use Agreement & Liability Waiver

The *Stevens Chapel Fellowship Hall Use Guidelines* has been read and understood by the individual(s) requesting the use of the facilities. The affixing signature of the authorized person indicates concurrence with policy and the acceptance of responsibility for the organization to adherence to the policies and procedures.

As borrowers of Stevens Chapel Baptist Church facilities, I (we) agree to protect, indemnify and hold harmless Stevens Chapel Baptist Church from any and all loss, costs, damage or expense, arising from our use of the premises or from any accident or other occurrence on or about these premises, causing injury to any person or property and will protect, indemnify and hold harmless from any and all claims, costs or expenses arising from any failure of borrower in any respect to comply with and perform all requirements and provisions agreed to and outlined in the *Stevens Chapel Fellowship Hall Use Guidelines* and required by law or ordinance, during the period of occupation.

I (we) also agree to only use the designated facilities I have reserved and will clean every room used by my (our) party (including wiping down tables, sweeping, mopping, and taking off the trash) before leaving at the agreed time. I (we) agree to not leave anything behind in any facility including all decorations, food, dishes, etc.

By submitting this request, I agree to the terms and conditions listed above and all policies that I have read in the *Stevens Chapel Fellowship Hall Use Guidelines*.

Today's date _____

Name of Individual/Group _____

Signature _____

Print Name _____

Event Date _____

Phone Number _____

Email Address _____