

Brown Street Church of Christ

GENERAL GUIDELINES FOR USE OF CHURCH FACILITIES

RESERVATIONS

1. To reserve any part of the church building for any type of approved use, a Church Facilities Reservation Form must be completed and submitted to the church office. All reservation requests will be reviewed by church office staff and submitted to the elders for approval. Upon approval by the elders, the requested reservation will be placed on the church facilities calendar.
2. The following types of activities will not be allowed on church property or in church facilities:
 - Any activity in which money is earned (e.g. Tupperware party, tool party, home interior party, etc.).
 - Dancing.
 - Gambling (including events like “Vegas Night” or Bingo where games of chance are played for money, merchandise, etc.).
 - Consumption of alcoholic beverages.
 - Smoking.
3. Saturday night events must conclude by 9:30 PM. The Elders ask that you clean up and be out by that time.

SETUP

The Contact Person listed on the Church Facilities Reservation Form is responsible for setting up the reserved facilities for their intended use and returning those facilities to their original condition afterwards. If the Fellowship Hall is used on Saturday night, it will need to be set up for Sunday morning Bible class at the conclusion of the activity or event. There is a diagram posted on the wall of the Fellowship Hall storage closet showing the proper setup for the Fellowship Hall Bible class.

CLEANUP

The Contact Person listed on the Church Facilities Reservation Form is responsible for cleaning the reserved facilities at the conclusion of the activity or event, to include:

- Take out any trash generated by the activity or event. Please roll trash cans outside the church building prior to removing trash bags, so that no “spill trails” are left in the building. Trash should be deposited in the dumpster located in the brick enclosure on the back parking lot (near where the church busses are parked). Used trash can liners should be replaced with clean ones.
- Clean up any spills in the areas used.
- Sweep the floors in the areas used.
- (If the kitchen is used, please see the last section on the next page for special cleanup instructions.)

CHILDREN

Children are to remain in the area(s) reserved and should be under adult supervision at all times.

FOOD AND DRINK

Food and drinks are allowed ONLY in the Kitchen, Fellowship Hall, and Multipurpose Room.

DECORATING

Do not use nails, tacks, or staples to affix decorations to walls or doors. "Tacky putty" or Scotch tape is recommended for affixing decorations. Please remove all decorations after the event is over and take them with you.

BORROWING ITEMS

Any items removed from the building must be checked out through the church office. They may be picked up after office hours, but they need to be reserved through the church secretary. You are responsible for notifying the office when you return the item or items so your name can be removed from the checkout list. The only tables that are to be removed from the building are the old rectangular ones. The metal folding chairs are the only chairs that can be borrowed. Items such as coffee pots, punch bowls, etc. can be borrowed, but only if they are checked out through the office.

SPECIFICS TO THE KITCHEN

Special cleanup responsibilities are involved when the kitchen is used for an activity or event.

- Tables must be washed, dried and put away.
- All dishes, glasses, cups, utensils, etc. are to be washed, dried and put away.
- Cabinet tops and sinks are to be left clean.
- No leftovers are to be put in church refrigerators or freezers. Please take them home.
- Dishtowels, tablecloths, etc. that are used should be taken home and washed, and returned promptly.