

## **Use of Church Property**

The following guidelines will be followed to avoid problems and define responsibilities for use of church facilities.

1. The underlying philosophy for use of the church building is to honor Christ in all that we do.
2. Use of the church building shall be done in conformity with the church policies and procedures.
3. A member of Athena Baptist must make the request, be responsible for, and be present when facilities are in use.
4. The party using the facilities is responsible for the cleanup of personal items and to rearrange the room(s) back in order to which it was found. This includes all Sunday School rooms, Fellowship Hall, and Sanctuary.
5. All trash from the function inside and outside the building shall be removed from the church premises.
6. All lights, heating and cooling units must be turned off and doors locked.
7. There will be no alcoholic beverages on the church property at any time. There will be no use of tobacco product on the premises. No dancing is allowed. Only Christian or gospel music shall be played or performed.
8. Regularly scheduled church meetings shall have the first priority at any time. Other church related meetings shall have second priority.
9. The sanctuary may be used for weddings, funerals, workshop or conference training, and special worship events.
10. A request for facilities by a non-church member must be approved by the church at its monthly business meeting.
11. The Fellowship Hall may be used for wedding receptions, wedding showers, baby showers, anniversaries, receptions, funerals or other functions sponsored by the church or church members.
12. All weddings shall be scheduled on the church calendar with first priority being given to church members.

## Calendar Scheduling Form

Use this form to request a date to be added to the master calendar. If there is a conflict on date or arrangements, you will be contacted.

Date Submitted: \_\_\_\_\_

Name of Church Program Organization: \_\_\_\_\_

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Day of Week (circle) S M T W T F S

Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Facilities Needed: \_\_\_\_\_

Number of Anticipated Participants: \_\_\_\_\_

Person in Charge: \_\_\_\_\_