Use of Facilities FBC Runnelstown

**GUIDELINES FOR USE OF FACILITIES**

**AT FIRST BAPTIST CHURCH OF RUNNELSTOWN**

**(Fellowship Halls and Old Sanctuary)**

The following policy applies to the old and new fellowship halls and the old chapel.

1. Events must be placed on the official church calendar in the secretary’s office, unless they are on a regular recurring basis, such as stitchers on Tuesdays and Wednesday night meals for children.

2. For weddings and related activities, the First Baptist Church of Runnelstown wedding policy applies.

3. Any department or class using kitchen facilities must coordinate with the fellowship team concerning food and paper products for their event, so that waste can be kept to a minimum. For birthday parties, showers, or receptions, the church does not furnish paper products.

4. To ensure church facilities are ready for use, any equipment removed from the fellowship hall will be at the discretion of the fellowship team. A return date will be determined before equipment is removed. (Amended August 12, 2020)

5. For activities not affiliated with the church, short organizational meetings, with no food involved, may be placed on the church calendar ONLY if:

 A. A church member is requesting to use the facility for an organization, such as Boy Scouts, 5-K runs, etc.

 B. Approval is obtained from the pastor’s office.

 C. Such meetings can be placed on the calendar two weeks prior to the meeting.

6. Facilities must be left as clean as they were found, with trash and food removed.

 Adopted August 12, 2015 Amended September 14, 2016

 Amended August 12, 2020