



FACILITIES CLEANING and CHECKLIST

Members and non-members alike will be responsible for cleaning and returning the facilities, including tables and chairs, to the same or better condition in which they had previously been.

CHECKLIST:

- Floor swept
- Trash carried to dumpster
- Room returned to original state
- Sink cleaned
- Counters cleaned
- Lights turned off
- Heat or A/C returned to original setting
- Door locked
- Key returned

Responsible Person : _____ **Date:** _____



GUIDELINES FOR SANCTUARY AND FELLOWSHIP HALL

We are pleased that you have chosen our church facility to celebrate your special occasion. FSBC desires that the church facility would be used for the glory of God and for the edification of the believers. Since the church is the House of God and should be properly respected, these principals will guide you as you use it. We reserve the right to deny services to those who do not abide by FSBC religious beliefs and practices.

THE EXPENSES:

- There shall be no cost for member's use of facilities.
- Non-members and any organization will pay a fee of \$100 for the Sanctuary and/or Fellowship Hall.
- A refundable deposit of \$50 will be required. It will be returned if facilities are left in order.
- Payment is required when the key is picked up.

GENERAL PROVISIONS:

- Official church functions have priority of scheduling over other uses.
- The facility shall not be used for the purpose of raising money or selling projects or services for personal gain.
- NO use of tobacco or vaping products in church facilities. Tobacco products should not be used at the entrances and exits of buildings.

- Alcoholic beverages are not allowed on church property.
- No turf shoes allowed.
- Any music played should be sacred in nature.
- Any furniture that is moved must be moved back to its original placement. PLEASE do not slide tables or chairs across the floor.
- Only dripless candles can be used within the Sanctuary.
- All flowers must be placed in containers so that no water damage results.
- All structures and decorations must be temporary and free-standing on the floor without nails, tape, tacks and so on affixing them to any part of the structure including walls, pews and railing.
- Serving food and beverages in the sanctuary is prohibited.
- Glitter, birdseed and bubbles are not permitted *inside* the Sanctuary; and if used outside, the person reserving the facility must insure that they are removed from the Sanctuary steps, porch and sidewalks immediately after the function.
- Any use of audio-visual equipment requires a member of the audio-visual team of FSBC to operate the system.
- Playground equipment located on the church grounds can be used but ONLY when accompanied by an adult.
- The individual making the request is responsible for seeing that the heating or cooling units are turned on and off as needed. **After its use, the lights are all turned off and all doors are locked.**

KITCHEN PROVISIONS:

- The individual making the request is responsible for supplying all paper products
- Feel free to safely use kitchen appliances (except stove).
- Do not leave food in refrigerator. Remove all food when your group leaves.

- Any dishcloths and towels used should be left in the sink.
- Every group including catering services is expected to leave the kitchen and its equipment clean and in place as it was found.
- Fellowship Hall floor must be swept.
- All trash in the Fellowship Hall (Including kitchen and bathroom) must be removed to the dumpster located by the old Fellowship Hall.
- Please leave the kitchen in as good (or better) condition than you found it.

Fowler Springs Baptist Church thanks you for choosing our facilities. Believing that our facilities are entrusted to us by God to serve and bless others. We trust that you honored our guidelines and you enjoyed your special event.

Please contact Barbara McDaniel at (205) 613-4164 for the key and any questions you may have.