

Fellowship Hall Procedure
for
Active Church Member for Non-Church Related Event
(Active Church Member as stated in the Church Bi-Laws)

1. Submit your request in writing to the church secretary with the following information (form available):
 - Your Name
 - Phone Number
 - Date of Event
 - Times of Event (Start/End)

2. Responsible for obtaining, reading, understanding, and abiding by the Guidelines for Use & Cleaning of the Fellowship Hall.

3. Once approved by church leadership, you will be notified in person or at the number provided and the event will be added to the church-wide calendar.

4. It is the responsibility of the active member using the fellowship hall to arrange for the fellowship hall to be unlocked at the “start” time requested. The fellowship should be properly cleaned, security system activated, and doors locked by the “end” time requested.

5. Must follow the Guidelines for Use & Cleaning of the Fellowship Hall.

Guidelines For Use & Cleaning of the Fellowship Hall

Active Church Members Only

(Active Church Members as outlined in the Church Bi-laws)

1. Wipe off all tables
2. Wipe out all chairs
3. Clean all kitchen counters, sinks, stoves & microwave (if used)
4. Sweep all tile floors (kitchen, hall, & restrooms)
5. Vacuum all carpeted floors
6. Remove all trash (trash to be hauled away, not placed in church trash containers)
7. Flush & Clean all toilets
8. If tables or chairs rearranged, return them to their original position
9. If decorations are used...
 - Do not use tape or tack decorations to walls
 - Remove all decorations
10. Non-Church events cannot interfere with Church Activities – Anyone using the Fellowship Hall following the morning service must wait until 1pm before entering the Fellowship Hall and all activities must be completed (including cleaning) by 5pm if the church has regular evening services that evening.
11. No Food or Drinks allowed on the stage area
12. No Smoking (in or around the church building or near entrances)
13. No Alcohol on premises
14. The church is NOT responsible for any accidents or injuries obtained while using the Fellowship Hall.
15. Fellowship Hall Contacts –
 - Joey Watkins (803)729-7657
 - Jimmy Tolbert – (803) 243-3979
 - Pastor David – (803) 513-2218
 - Clarence Caudill – (803) 427-5673

Emmanuel Baptist Church

Use of Fellowship Hall Request Form

I _____ have read and understand all expectations in my responsibility to adhere to the Guideline for Use and Cleaning of the Fellowship Hall at Emmanuel Baptist Church.

The event is for (type of event) _____ and is scheduled to take place on (Day of Week) _____, (Month & Day) _____ (Year) _____ at (Time) _____ (AM/PM).

I will need the church open during the following times:

Day of Week: _____ Date: _____ Start Time _____

Day of Week: _____ Date: _____ End Time _____

NAME: _____

PHONE: _____

EMAIL: _____

Signature _____ Date _____

Approved By: Signature _____ Date _____