

PARKERS CREEK BAPTIST CHURCH
GUIDELINES FOR EVENT & BUILDING USE

****When scheduling an event please include set-up and clean-up times as well so there is not a conflict with another event. Also, in order to protect our primary Worship, Bible Study, Prayer and Teaching times please avoid set-up during the 6-8 pm (Wednesday) and 9am-noon (Sunday) time frames.***

1. First, we sincerely desire to bless others with the use of church facilities, but please understand that we have limited resources and staff right now to clean and resupply after every activity or even. In using our facility, the group planning and hosting an event assumes responsibility for care, clean-up, safety, and re-supply.
2. In compliance with our insurance policy an active church member must be responsible for the event and in attendance at all times.
3. Concerning Vehicles, Trailer, Scissor Lift, Kitchen Supplies, & Lawn Equipment - We have communicated with our insurance company, and we are not permitted to loan these items for personal use. Should there be an accident the church would be fully liable, and it could impact on our future ability to be insured. Signing a release does not eliminate liability or responsibility on our part.
4. When in the building, we recommend keeping entrance doors locked at all times.
5. When leaving please check that all windows and doors are closed and locked; and all lights are turned off.
6. Sweep and/or mop when finished. If in the gym it would be appropriate to use the dust mop.
7. If using carpeted areas, please use the vacuum after you are finished.
8. Please do not adjust thermostats – make arrangements with someone prior to the event for setting an appropriate temperature.
9. Please avoid using sound equipment and/or musical instruments. Many of these items are the personal property of individuals and time has been invested on their part for set up and use in our worship services.
10. If tables, tablecloths, chairs, coffee makers are used please clean, fold, hang and return to their appropriate spot prior to the next Sunday or Wednesday.
11. If using the gym, balls and games should be returned to their appropriate spot as well.
12. If there are any spills or stains from food or drink, please clean this so that the facility will be ready for the next activity or group.
13. For personal activities such as birthday parties and baby showers please replace supplies that are used, this would be greatly appreciated.
14. Please be sure to clean-up all areas you have used; make sure all toilets have been flushed and cleaned. This is especially helpful for the next group.
15. We have a limited number of keys so please make arrangement to pick up and return a key if one has been borrowed.
16. Once an event is finished the “Post-Event Checklist” should be completed and placed in the file folder, (located in the kitchen if using the gym, in the office if using the main building).
17. If there are any problems or emergencies, please call/text Pastor Mike (615-815-4628)

****To avoid scheduling conflicts requests will be reviewed by ministry leaders and the church staff by Tuesday morning of each week. If you have any questions, please feel free to call or text: Pastor Mike (615-815-4628), Pastor Jordan (615-815-4628), or Cheri Eiras (615-879-7639).***