

# FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

## Policies Manual

Title Hospitality Committee	Policy Number 010	Page: 1 Of: 5
Yearly Elected Committee Members	Date of Revision: 12/13/2015	Level of Revision: 3

### I. Purpose

Maintain rules and regulations for the use of the Fellowship Hall, kitchen and Sanctuary.

### II. Definitions

Hospitality Committee – members of Flat Springs Baptist Church selected by Nominating Committee and approved by the church members. They over see the use of the Fellowship Hall, kitchen and Sanctuary and address issues that arise.

Church Related Activity – Weddings, anniversaries, baby showers, bridal showers and birthday parties are considered a church related activity. Family reunions, retirement dinners and scout meetings are not church related activities. Request for activities not mentioned herein should be made to the hospitality committee.

Church Family - Members of Flat Springs Baptist Church and their children

### III. Procedure

A. Committee members to serve from September 1 through August 31 of each church year.

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### B. FELLOWSHIP BUILDING

1. No equipment or furnishings in Fellowship Hall, kitchen or Sanctuary will be removed from the church facilities.
2. The Secretary of the church will keep a calendar and should be called by the person or the leader of any group wishing to use the Fellowship Hall, kitchen and/or Sanctuary. Schedule is on first come, first serve basis.
3. The facilities may be used at times that will not conflict with regular or special worship services of the church.
  - a. No Lock-ins between November 28<sup>th</sup> and December 25<sup>th</sup>
4. There will be NO DANCING, SMOKING OR ALCOHOLIC BEVERAGES OF ANY KIND in the Fellowship Hall.
5. There will be an 11:00 PM curfew; no group will use the building after this hour except by special permission.
6. The church facilities will be available for weddings without charge to those couples of whom one is a member of Flat Springs Baptist Church (bride or groom). A security deposit of \$200 is required at the time of reservation. Full refund of the deposit is given when keys are returned and the facility is left in proper order. The deposit may be used (partially or in full) for any damages or stains requiring additional attention. (In the event of special circumstances or questions regarding eligibility, the Diaconate will make the final decision regarding usage.)
7. Children of all ages should remember that food should not be carried in other parts of the church. Children should be kept in the Fellowship Hall at all times for all lock-ins and not be in any other part of the church.
8. No tacks, nails, screws or any other like objects shall be driven into the walls, woodwork, floors or furnishings. No adhesive tape of any kind shall be attached to any walls or blackboards.

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### C. KITCHEN & EQUIPMENT

1. All pots, pans, dishes and silverware will be washed, dried and put away on the day used.
2. No prepared food should be left in the kitchen. Dispose of before leaving.
3. Any staple non-spoilable food (such as sugar, flour, seasoning, etc.) left in the kitchen becomes the property of the church and may be used by any church group using the kitchen.
4. No garbage or trash of any kind will be left in the kitchen overnight but will be carried away.
5. All tablecloths and towels used will be washed and returned to the kitchen.
6. All equipment should be left clean. This includes stove, sink, refrigerator, tables, chairs and floors. Floors should be vacuumed, swept and mopped.
7. Kitchen should be kept locked at all times.

### IV. Responsibilities

#### A. ALL USERS

1. Each group using the Fellowship Hall, kitchen or Sanctuary will place all furniture and equipment back in place as before the activity.
2. Church facilities are to be left clean and in order after use.
3. Person asking permission for use of building is responsible for turning off lights, regulating heating or air conditioning, opening and closing windows and doors. Also locking all outside doors.

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4. Any person observing damaged or broken equipment should report it to the church secretary or chairperson of House and Grounds and/or Hospitality Committee.
5. The person who makes arrangements for the use of the building and equipment will be held responsible for any damages incurred. Careful consideration will be given for further use by any group, which abuses these rules, building and equipment.

### B. HOSPITALITY COMMITTEE MEMBERS

1. Hospitality committee members will help with planning and serving meals for special events relating to church activities.
2. Over see cleaning after each meal.
3. Buy supplies of the kitchen.
4. Review policy for committee at least once a year.

### V. Related Documents

Attachment I – Guidelines For Use Of Fellowship Hall

### VI. Supersedes Document

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### Revisions

<u>Revision Level</u>	<u>Revision</u>	<u>Revision Made By</u>
0	Original 9-8-02	
1	7/8/12	Hospitality Committee
2	6/2013	Reviewed by Hospitality Committee
3	12/13/2015	HC Reviewed & Revised