

# Guidelines For Use Of The Fellowship Hall

- All birthday celebrations must be confined to the Fellowship Hall or the exterior of the buildings.
- Bring your own paper good and supplies. Do not use the paper goods and supplies of the church.
- Do not use tacks, nails or screws when decorating for your event.
- Wash and return to its proper place any kitchen equipment that is used.
- When determining how to leave the set-up of the tables and chairs, leave it the way you find it.
- Vacuum and sweep the entire floor area of the Fellowship Hall.
- Turn off all lights and air conditioning / heating unit when you leave.
- It is the responsibility of the individuals planning an event to dispose of bags of trash unless it is a church-related event.
- Lock both exterior doors to the Fellowship Hall when exiting the building.

(July 2012)

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