

Building Usage

Usage of Church facilities for purposes other than events directly related to the ministry will be limited to wedding showers and baby showers. Individuals using facilities will be responsible for the following:

- Usage is subject to scheduling and availability of the building and appropriate staff.
- Responsible for fee agreed upon beforehand. We will do everything in our power to keep that fee as low as possible. Building usage fee covers required staff personnel.
- The only areas of the building available for use will be the Fellowship Hall Area in the West Wing.
- Access is provided through the West Wing Side door or West Wing Back Doors leading directly into the Fellowship Hall.
- There is one Family Restroom available for use and it is located in the Fellowship Hall. Main Restrooms in the Foyer are not be used.
- We will provide you with plenty of tables and chairs for your event.
- It will be your responsibility to bring all food, drinks, utensils, serving items, table cloths, cups, plates, napkins, etc. The supplies on hand at the Church are not available for use.
- **ABSOLUTELY NO ALCOHOL!**
- If candles are being used they must be drip less.
- No tacks, pins, nails, tape, glue, etc shall be used to fasten any decorations to the furniture, walls, or the building.
- Please leave the area clean and orderly. You do not need to vacuum or stack chairs & tables.
- Please remove all trash.
- All personal belongings and decorations must be removed immediately following the event.
- You will be held responsible for any theft, damage to facilities, property, or equipment. You agree to pay for reimbursement, replacement, or reasonable repairs.
- In Case of Emergency Contact John Gleason 570-404-7057 or Minister Wile 570-250-4359.
- By using the facility you agree to the terms and conditions stated above.