

FELLOWSHIP HALL

- All activities in the Fellowship Hall must be scheduled through the church office.
- There is to be no **horse play, or rough-housing, etc.** on the stage.
- Please supervise all activities closely. No sports, balls, or like equipment should be played indoors.
- All areas are to be cleaned completely after use; including utensils, counters, stoves, appliances, tables and floors. This includes mopping the kitchen floor and vacuuming all carpet.
- Please do not leave "extra" food or drinks in refrigerator.
- All trash must be placed in the outside trash dumpster and please ensure that container lids are closed. Please replace trash can liners.
- Wet or dirty towels should be laundered and returned to the kitchen ASAP.
- All tables and chairs are to be returned to the proper place in the storage area prior to leaving.
- Any spills on the carpet must be cleaned immediately.
- Only persons authorized by the church may operate lighting and sound equipment.
- All lights are to be turned off before leaving, thermostats reset and doors locked.

PARKING LOT & CARPORT RULES

- Please drive slowly and safely watching for pedestrians.
- No unauthorized bicycles, skateboards, etc.
- Handicapped areas are available for those with this need only. Please be considerate of others.

OUTDOOR RECREATION AREA

- The outdoor recreation area includes the play ground, church field, covered pavilion and surrounding area (not the cemetery). Groups may use these outdoor areas, as determined by the Deacons.

- The playground may not be used during services, except for Sunday School or Children's church groups.
- The pavilion and play ground will be scheduled on a first-come first-served basis through the church office. The recreation area will be cleaned up after each use and trash cans emptied into the dumpsters.
- Sports equipment that is supplied by the church will be returned to the proper storage area.
- Charcoal grills are allowed in the picnic area, but no open fires will be permitted.

Building Use Fee Schedule

- The following is the fee schedule for non-church functions. (i.e.: family reunions, retirement or birthday parties, bridal or baby showers, etc.) Waiver and/or adjustment of the fees and/or policies must be approved by the deacons.

Harmony Church Members:

- Genesis Fellowship Hall: \$50
- Fellowship Hall: \$75
- There will be a \$25 deposit due within 10 days of reserving the facility.

Non-Church Members:

- Genesis Fellowship Hall: \$75
- Fellowship Hall: \$125
- There will be a \$25 non-refundable deposit due within 10 days of reserving the facility.

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- If sound amplification is required, there is a \$50 per day fee for our sound technician's services.
 - Harmony Baptist Church has a separate wedding contract and fees along with a separate funeral policy.

Adopted 2012

HARMONY BAPTIST CHURCH RULES & POLICIES



WELCOME

It is the intent of Harmony Baptist Church to be good stewards of the gifts God has given us. That is, to share the grounds, the building, and the equipment belonging to the Church. We have, therefore, designed this brochure to state our policies and procedures. Enclosed herein is a list that must be reviewed before an individual or group may use the facilities. If you have questions not covered in this brochure, please contact the church office.

WHO MAY USE THE FACILITIES

- The following is a suggested list of organizations and/or groups who may use our facilities: visiting church groups, civic groups, Christian organizations, Harmony members.
- Facilities are scheduled on a first-come first-served basis. Organized church activities will always take precedence over non-church activities, and no activities will supersede or interfere with worship services.

Policies for Harmony Baptist Church

- It is expected that any and all activities held here will reflect the highest Christian standards. Ministry groups are permitted to sell C.D.s, tee shirts, and/or promotional items with deacon approval. All commercial selling is prohibited on church grounds. Renters are not allowed to sell merchandise. Fees are listed on "Building Use Fee Schedule".

DEPOSIT

- Upon approval of application, a deposit will be required to hold date of activity. All fees are to be paid-in-full 10 days prior to activity date.

GENERAL CHURCH POLICY

- The person reserving the building is expected to make the following rules known to all members of their group:
- Smoking is prohibited in all areas inside and outside the buildings.
- NO ALCOHOLIC BEVERAGES/DRUGS! Alcoholic beverages and drugs are absolutely forbidden in the building, as well as anywhere on the property.
- Each group is expected to provide supplies for their own event. Supplies currently in the facility are for the exclusive use of church functions.
- Nails, tape, tacks, screws, etc. are prohibited for attaching items to walls, doors, and ceilings. Sticky tack is the only acceptable use of adhesive.
- Bathrooms are to be left clean and orderly.
- Please notify the church office of any damage, injury, or incident occurring on church property.

- All children must be closely supervised, that is, they are not to have unrestricted access to areas not approved for use.
- Prior to leaving the facility the person reserving the building is to ensure that all lights are off, thermostats are re-set, and all doors are locked.
- Please place all trash in dumpster outside and replace liners in trash cans.
- Building keys must be returned to the church office on the first business day after the function.
- Absolutely no gambling with the exchange of money is allowed on church property.
- All activities held at Harmony Baptist Church must be scheduled through the church office. Activities can only be reserved 30 days in advance if a non-church function, with the exception of weddings and family reunions.
- No businesses or individuals may use the church grounds or buildings for profit.

EQUIPMENT USE

- An approved Sound Technician of Harmony Church must operate sound/light equipment and is to be paid to Harmony Baptist Church, per the fee schedule. A list of approved names may be obtained from the church office.
- The church office and/or Audio/Visual Committee must approve the use of any other equipment.
- The church office and/or Audio/Visual Committee must approve use of any equipment used outside.

SANCTUARY

- Food or drinks, other than Lord's Supper service are prohibited.
- Please do not touch any musical instruments.
- No running or playing is allowed in the Sanctuary.
- Please do not remove hymnals from the Church.

CLASSROOMS

- Leave the room(s) clean and organized and return furnishings to their original layout.
- Use of food and beverages is restricted to classrooms and Fellowship Hall and should never be taken into the Sanctuary.
- Properly dispose of all food and drinks when you leave the room(s). Empty trash and replace liner if necessary.
- Make sure all lights are turned off.
- Use only chalk on chalkboards, and only dry erasable markers on white boards.
- Please keep markers away from small children.

CHURCH VAN AND BUS

- All transportation needs will be scheduled through the church office on a first come-first served basis.
- All van drivers must be 21 years of age and have a valid driver's license. Cell phone use by drivers is prohibited.
- The person requesting use of the vehicle will be responsible for the vehicle and assure that it is returned in good, clean condition and a full tank of gasoline. All van passengers, including the driver, must wear seat belts. The number of passengers on the van will be limited to 15; the bus limited to 34. If the vehicle is used for church business, fuel costs will be charged to the group or organization using the vehicle. Fuel costs for church-related social functions will be the responsibility of the group.
- The Transportation Committee will be responsible for vehicle maintenance. A logbook is to be kept in the van. Drivers are to list the destination and record starting and ending mileage.