



Building Use Policy

- 1. Any events scheduled must not conflict with the regularly scheduled Carpenter's House Church activities.**
- 2. All activities and/or events shall be scheduled through the proper channels and a building use request form filled out a minimum of 4 weeks in advance.**
- 3. TCHC groups have scheduling priority and preferences. There are also unforeseen emergencies (i.e. funerals, etc.) which will take precedence over other building reservations.**
- 4. No smoking, alcoholic beverages, or loud or profane language is permitted anywhere on the church property.**
- 5. Any group requesting the use of the building must be responsible for having their own volunteers to set up/clean up.**
- 6. Clean up includes the following:**
 - a. vacuum any carpeted area**
 - b. sweep floors (mop if needed)**
 - c. take all trash with you**
 - d. clean tables/counter tops**
 - e. remove all food that you bring**
 - f. check toilets (flush) and pick up trash from the floor**
 - g. wipe sinks if necessary**
 - h. move all tables/chairs back to their proper places**
 - i. turn off lights**
 - j. lock doors**



Building Use Request Form

Church Group (S.S. class, ministry group)
 Individual (Wedding, anniversary celebration, shower)

Name _____ Phone _____

Group _____

Number of people in group _____

Group's Activity

Day(s) of the week: (Please circle)
Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Date _____ Time: beginning _____ ending _____

Date _____ Time: beginning _____ ending _____

Date _____ Time: beginning _____ ending _____

Room(s)

_____ I have received and read The Carpenter's House Church Building Use Policy.
(Initials)

Office Use Only

Date Request Received _____ Date Notified of Approval _____
Approved by: Pastor Board _____ Secretary (calendar) _____