

Fellowship Building Rules (Revised 7-2007)

1. Any item (food, dishes, utensils, jars, etc.) brought to the Fellowship Building by a participating party should be removed at the end of the event by the person responsible for bringing that item.
2. Use of the fellowship building dishes and/or stove is prohibited by ***non-member*** groups unless a church member is present and takes responsibility.
3. ***Non-members*** are to provide their own glassware, etc.
4. The movement of the chairs/tables/carts **MUST BE DONE BY TWO (2) OR MORE** persons to prevent damage to the walls and floors.
5. Twelve (12) tables (with chairs folded and placed on top of the tables) are to be left up at all times. Other tables and chairs are to be returned to the Storage Room.
6. ***NO*** recreational activities such as tag, racing, or ball playing shall be permitted inside the Fellowship Building. All activities must be supervised. Any damage incurred to the building or its contents by any group or individual will be the responsibility of the user to pay for that damage.
7. ***ALL HEAT/AIR*** should be controlled by the ***ON/OFF*** switch. ***Do not change the temperature controls.*** Use the settings posted above the thermostat.
8. No posters, signs, or other objects can be nailed, glued, taped, stapled, or affixed to walls and/or ceilings as to cause damage. Marring-free materials are available for posting needed signs.
9. No chairs, tables, or other equipment shall be loaned or removed from the Fellowship Building. No painting or other craft activities shall be done on the tables that may cause damage to the surface. (See the [Exception Policy](#) for the variances to this ruling.)
10. The building shall be left in a clean condition or future use will require the approval of the Administrative Board.
 - a. *Floors swept in entirety.*
 - b. *Check bathrooms.* (Be sure toilets are not "running".)
 - c. *Check thermostat.* (See [#7](#) above.)
 - d. *All garbage should be carried out to the dumpster after activity. If dumpster is full, leave excess garbage bags in basement near the outside door.*