Church Event & Facility Use Guidelines

To ensure that our facilities are cared for and remain available for ministry, we ask that all members and guests follow the guidelines below when hosting events or gatherings at the church.

Scheduling & Timing

1. Saturday Evenings: No events may take place after 7:00 PM on Saturdays in order to prepare for Sunday services.

2. Friday Evenings: If the church has a Saturday morning event, no events may take place after 7:00 PM on Friday night.

3. After-Hours/Weekend Events: Are subject to availability of resources to ensure that the space is ready for the next day.

Cleaning & Facility Care

1. Cleaning Fee: Events held after hours or on weekends may require a cleaning fee of $100–$250, depending on the size of the event and the amount of cleanup required.

2. User Responsibility: Groups are expected to leave spaces clean and reset to their original setup. This includes completing the kitchen checklist (if used) and removing all trash from the building.

General Expectations

• All events must align with the mission and values of the church.

• Alcohol, smoking, and inappropriate music or entertainment are not permitted.

• Children must be always supervised.

Approval Process

• All events must be scheduled through the church office at least 2 weeks in advance.

• The church reserves the right to deny or reschedule requests that conflict with ministry priorities.