

Guidelines for use of Bunn Baptist Church Facilities

All events must be on the church calendar. This includes church wide events (regular services and special events) as well as any event approved by the Facility Use Committee.

The facilities of Bunn Baptist Church (BBC) are designed to promote a Christ-like spirit and fellowship. Any program or meeting/event that is detrimental to this cause is prohibited.

No alcoholic beverages of any kind & no non-physician-prescribed drugs on church property at any time.

No smoking in buildings. Designated smoking areas will be marked for special events.

24-hour notice is needed for thermostat adjustments.

Decorations must be flameproof & shall not be attached to fixed portions of the facilities without specific approval in writing. Decorations must not damage the facilities or furnishings in any way. Users must remove all decorations before leaving the property. Use of tape, tacks and /or nails to adhere decorations to walls is prohibited. All floral arrangements must be in waterproof containers. All candles need to be dripless & used in a proper, safe manner: in a candle holder or on a plate. Any thrown objects must be biodegradable or environmentally friendly (no rice; no foil or paper confetti).

The using individual/group is responsible for all loss or damage to church property while using BBC facilities.

Use of the sound system requires an authorized member of BBC. Cost of this sound technician is included in the fees. Use of any other equipment must have prior written approval.

Unless written permission is granted, no equipment, furniture, kitchen items or other church property shall be moved, loaned out or removed from any building. If additional equipment is needed, permission should be granted in writing. Any furniture or equipment that is moved must be returned to its original location.

Permission to use church facilities or equipment shall not include liability on the part of the church for property damage or personal injuries resulting from using group/individual activities. BBC is not responsible for anything left at the church overnight (theft or damage).

Anyone or group of individuals under 18 must be supervised by an adult at all times in all areas of the facilities

An authorized member of BBC will be present for each event. This person will have a key to allow entrance into the buildings and will be available to answer questions during the event. This person will be responsible for making sure all cleanup is completed & the building is secure at the end of the event.

Non-members may use the facilities for weddings, receptions, showers, family gatherings, not for profit events & other events approved by the Facility Use Committee.

Caterers must supply their own utensils, paper products, table coverings, punch bowls.

Please refrain from sitting/climbing on the countertops.

Do not block the driveways of our neighbors or the drop off/drive through area to the New Vision Building.

No pets; service animals only.

Playground equipment cannot be used while services are being held in the sanctuary.

Sanctuary & grounds cleaning checklist

- All decorations should be removed
- Sanctuary should be vacuumed (where is vacuum cleaner)
- All trash should be removed from sanctuary
- Porches and walkways should be swept (where is broom)
- Any trash on the grounds should be picked up & removed from the premises

New Vision Building & Grounds Cleaning Checklist

- Multi-purpose room, kitchen & bathroom floors should be swept/dustmopped & any spills cleaned up
- Rug in foyer should be vacuumed
- All countertops and sinks (kitchen & bathrooms) should be cleaned and dry. Stovetops should be cleaned if used
- All toilets must be flushed
- No food should be left behind
- All trash should be removed from the premises OR trash in our bins OK/recycling applies
- Outside trash should be picked up & removed from the premises; including cigarette butts

Cleanup for Basement and Education Building

- All countertops and sinks (kitchen & bathrooms) should be cleaned and dry. Stovetops should be cleaned if used
- All toilets must be flushed
- No food should be left behind
- All trash should be removed from the premises OR trash in our bins OK/recycling applies