

SNBC Facility Use Guidelines

Thank you for choosing SNBC for your event.

All requests for facility use made by non-ministerial staff must be approved by church leadership. Please allow 30 days for approval and processing.

Please read the following policy concerning use of the facilities of South Norfolk Baptist Church, review the Fees List, complete the attached form and return it to the church office. You will hear from the church office as soon as a decision regarding your request has been made.

All fees are due two weeks before the scheduled event.

Use of alcoholic beverages and tobacco is prohibited on the property of South Norfolk Baptist Church.

Every effort should be made by you and your guests to keep the facility, furnishings and equipment in like new condition. No objects shall be fastened to the walls. No drinks or food shall be carried into the sanctuary.

The church cannot be held responsible for any clothing or equipment brought into the church or for any items left.

You will be expected to leave the decorated areas as clean as you found them.

The use of tacks, nails or scotch tape is not permitted on the woodwork or carpet.

All decorations are to be removed immediately following the event.

Please keep the atmosphere that of a church -- a house of worship.

Regulations for Sound Equipment

If sound equipment is requested, it is required that you arrange with the church office to have one of our sound technicians at the event.

Regulations for Kitchen

If the use of kitchen equipment is required, please let the office know in advance.

Please cooperate with the Food Service Committee by observing the following suggestions:

General Information:

Please wash and return all dishes and pans to their proper sections.

Soap and scouring pads are available in the kitchen.

All leftover food is to be removed from the building.

Please put all trash in the trash cans provided.

Operating Equipment:

Steam Table: Check the water in the table before turning on to avoid damage to the heating units. Water level should touch bottom of pans. Turn switch to high for 30 minutes and then turn to low during serving.

Coffee Maker: Please furnish your own coffee. Add three scoops of coffee for each pot and fill water pitcher to water line, always use cold water. Make sure all coffee pots have been cleaned and coffee units have been turned off. **Do not unplug coffee machine.**

Dishwasher: Not available

Electric Stove: The stove contains a double oven.
Please place a pan on burners before turning them on.

Make sure burners and ovens are turned off before leaving.

Final Check List

Sanctuary

Are all decorations removed?

Personal Items

Are all personal items removed?

Sound Equipment

Is it turned off?

Stoves

Clean ovens and top thoroughly, **TURN ALL SWITCHES OFF.**

Sinks

Scour and rinse.

Coffee Maker

Clean all pots used and **TURN ALL SWITCHES OFF, but DO NOT UNPLUG.**

Steam Table

Clean all trays and pans used, **TURN SWITCH OFF**

Kitchen

Please make sure all areas have been cleaned. If you use the church's dishtowels or dishcloths, we will wash them for you. Leave them neatly in the kitchen