



# CENTRAL

## BAPTIST CHURCH

### **Policy for Building Usage**

**In order to be the best stewards of our facilities and campus as we can be, below are the expectations and policies for usage of Central Baptist Church facilities for birthday parties, showers, fellowships, etc.**

**Church members, ministries, and outside entities requesting to use Central's facilities are asked to adhere to the following process:**

Step 1: Read Central's Policy for Building Usage.

Step 2: Contact the office to schedule your event.

Step 3: Submit the Building Access Request Form via the church's website.

#### **Regarding Parties:**

- Parties are available for Central Baptist Church members only.
- Parties may only be held in the Fellowship Hall and the Rec. The refrigerator and kitchen may be used.
- Party may bring in refreshments.
- There is a \$50 charge, no setup provided.
- Parties can be held between the hours of 9 a.m. – 6p.m., Monday – Saturday when rooms are available.
- Cleaning will include
  - Bagging all trash (large black trash bags will be provided by church) and taking all trash to dumpster located on the parking lot.
  - Wash any dishes used in kitchen and put up.
  - Sweep kitchen and Rec floors and mop any spills (cleaning supplies located in the kitchen).
  - Vacuum fellowship hall (vacuum is located in the custodian closet)

#### **Regarding Bridal/Baby Showers:**

- Showers are available for CBC members only. If a shower is requested for an immediate family member of a CBC member (child/grandchild), the CBC member must be the host and the responsible party for the event.
- Showers are typically held in the Fellowship Hall or the Joe Cook Sunday School Classroom. The refrigerator and kitchen may be used. The REC is not to be used unless arrangements are made with the office when scheduling.
- Hosts may bring in refreshments.

- There is no charge for showers for CBC members.
- Showers are typically held between the hours of 2:00-4:00 pm on Sundays, other times can be requested and must be approved by CBC staff.
- Shower hosts are responsible for setting up prior to the shower and cleaning up afterward. The room being used is typically available after morning worship and must be set back up in time for any previously scheduled evening activity.
- Black tablecloths are available to be checked out from the office the week before the shower and should be returned to the office, laundered, by the Wednesday following the shower.
- Clean up includes:
  - Bagging all trash (large black trash bags will be provided by church) and taking all trash to dumpster located in the parking lot.
  - Wash any dishes used in kitchen and put up.
  - Sweep kitchen floors and mop any spills (cleaning supplies located in the kitchen).
  - Vacuum fellowship hall (vacuum is located in the custodian closet).

If you have any questions regarding the above listed policies, you may call Terry at 501-771-1125 or email [terry@cbcnlr.org](mailto:terry@cbcnlr.org).

