

Sharon Heights Baptist Church
Fellowship Hall Use and Policies

Updated November 4, 2024

The official church calendar gives priority to church functions for use of all church facilities. Because weddings require advanced planning, they may be put onto the church calendar up to two years in advance with approval of the Administrative Pastor or Senior Pastor. This is to ensure that the schedule will not interfere with normal church programming. Details for the use of the church for weddings including fees may be found on the Wedding Application form in the current version of the church bylaws. Non-church events that are not weddings may be scheduled no sooner than two months in advance. Any non-church activity placed on the calendar more than two months in advance will be considered temporary and could be removed in the event that a church activity or event needs to be scheduled on that date. Priority will be given to church members. The individual listed on the reservation as contact will be responsible to make sure that all policies are followed and that the facility is clean.

Reservations

You may request a reservation by contacting the church Financial Secretary. The official church calendar may be found on Planning Center. Church leaders including church staff have access to the full calendar and may schedule church activities. Fellowship Hall reservations are requests until approved by the church Financial Secretary or Administrative Pastor. Note that the individual, private events are visible on Planning Center to church leadership but not to the public. Private events will be listed as “Fellowship Hall Reserved” or some similar language with the contact person’s name. Public events available on the church website will not include some internal activities which may have certain rooms such as the Fellowship Hall reserved. While there may be a physical calendar in the church office, it is not official. Placing your name or request on this calendar does not constitute a reservation.

If you have reserved the Fellowship Hall, a temporary key may be obtained from the Church Office and returned when finished. You are not permitted to copy this key. If you feel you need a permanent Fellowship Hall key for a specific reason, contact the Administrative Pastor or Properties Committee Chair to obtain an official key in your name.

If you have questions or concerns about reserving or use of the Fellowship Hall, contact the Administrative Pastor.

Cleaning the Fellowship Hall

When using the Fellowship Hall for personal or church events, please be sure to clean all areas used. This includes but is not limited to:

- 1) Remove all trash and replace the liners. Bags should go in the dumpster behind the church beside the trailer.
- 2) Sweep and if needed mop to remove any debris or food.
- 3) Wash and dry any dishes used. Return to the same location or drying areas and contact the Social Team or Administrative Pastor if you have any issues.
- 4) Report any maintenance or cleaning issues to the Administrative Pastor or appropriate team (Properties, Social, etc.).

Disposable utensils, plates, etc. are purchased for church events. If you have need of these, check with the Social Committee Chair to ensure you do not take what is already purchased for specific events. These are budgeted for specific events and use may require additional cost to compensate the church expense.