

## ***Tremont Apostolic Christian Church Fellowship Hall Statement of Policy Effective September 4, 2019***

The Fellowship Hall is dedicated to the honor and glory of God and should be respected as such at all times. Use of this hall is limited to wholesome, Godly activities and functions compatible with sound biblical teachings. All activities are to be properly chaperoned and conducted in a manner honorable to God and in harmony with our faith, doctrine, and church practices. Operation of the Fellowship Hall is under the direction of the Fellowship Hall Board of Trustees, Church Trustees, Ministers and Elder.

### **Approved Uses of the Fellowship Hall**

1. Weddings and or wedding receptions
2. Church sponsored activities, such as:
 

a. Sunday school activities	e. Harvest Call activities
b. Young group activities	f. Benefit dinners
c. Christmas caroling lunches	g. Retirement home activities
d. Singings & Choir activities	h. Other gatherings, picnics, etc..
3. Private uses, such as:
 

a. Picnics and Meal functions	d. Singings	g. Visitations
b. Anniversaries	e. Sewing group activities	
c. Showers	f. Family gatherings and reunions	

Requests for other uses must be approved by the chairman of the board of trustees and elder.

### **Tazewell County Health Department Permits**

When serving public meals, a permit must be obtained by the host individual or group from the Tazewell County Health Department (T.C.H.D.). This permit must be applied for five or more working days prior the event.

### **Uses of the Fellowship Hall not permitted**

1. Long term storage of personal items in the fellowship hall, such as use of the freezers and refrigerators.
2. Use of the fellowship hall as an exercise facility for walking.
3. Borrowing new folding chairs (The old yellow chairs can be borrowed).
4. Borrowing songbooks during scheduled functions (The songbooks can be borrowed, but must be returned in time for scheduled singings)
5. Any borrowing or removing of any non-permanent items/fixtures from the Fellowship Hall is not permitted.
6. No functions except those directly connected with the church will be permitted during Sunday church services.

### **General rules and Regulations**

1. No smoking is permitted inside or outside the Fellowship Hall.
2. No alcohol or drugs are permitted on the premises (building or grounds).
3. Profanity and offensive language are not allowed. No gambling. No dancing.
4. All forms of electronic presentation should comply with the opening statement of this policy.
5. Parents with children maintain the responsibility of properly supervising their conduct and safety at all times during the use of the building and grounds. Children must remain in the confines of the Fellowship Hall property at all times.
6. The telephone is limited to local calls of less than three minutes length. Children may use the phone only in an emergency.
7. Acts of misconduct should be reported to the board of Trustees.
8. In ALL uses, no activities should be in conflict with the opening statement of this policy.
9. No audible auctioneering.
10. Music is to be only church approved songs. Musical instruments will be limited to the FH piano/organ and acoustical stringed instruments. Other instruments need to be approved by the elder. All music is to be played/ sung in a reverent manner.

## **Reservations**

Anyone who regularly attends one of our Apostolic Christian Churches may use our Fellowship Hall by approval of the board of trustees.

### **First Priority**

Functions officially sponsored by the Apostolic Christian Church of Tremont or it's Sunday School, and Weddings or Wedding receptions sponsored by parties who regularly attend the Apostolic Christian Church of Tremont

### **Second Priority**

All other functions- Reservations for any other function, whether private or sponsored by parties who regularly attend one of our neighboring Apostolic Christian Churches, will be accepted on a tentative basis. Reservations will be confirmed 60 days before the reserved date if there are no requests in the meantime for uses given first priority as described above.

### **Suggested Donation**

### **Tremont Sponsor**

### **Neighboring Sponsor**

Church member sponsored singing  
Church or Sunday School Functions  
Funeral Meals  
Visitations

Free will donation  
No Charge  
No Charge  
No Charge (Donations accepted)

\$150

Wedding Only

\$300

\$400

Wedding Reception Only

\$400

\$500

Wedding and Reception

\$500

\$600

Use of Tablecloths

Cost of Cleaning (\$12 per Tablecloth used- Black or white)

All weddings and Receptions include 2 days (1 day before event for set up) if additional days are needed for set up they are \$150 per day

	<u>Entire Hall</u>	<u>Small Room only</u>	<u>Entire Hall</u>	<u>Small room only</u>
Private Group under 100	\$150	\$100	\$200	\$150
Private Group Over 100	\$200		\$250	
Private Group Over 200	\$300		\$350	

If two groups have the hall reserved at the same time, the first group has the choice of using the kitchen. The second group should contact the first group for permission to use any part of the kitchen.

### **Housekeeping by parties renting the Fellowship Hall**

1. The parties using the Fellowship Hall are responsible for providing the manpower to perform set-ups and clean-up for their functions.
2. Cleanup and removal of all personal items is expected, with reasonable tidiness, within one day following your event. The building and grounds must be restored to the former condition before use by another party.
3. Users must exercise care to preserve and protect the facility and grounds.

### **Church Sponsored Activities Guidelines**

1. Proper attire, which is in harmony with church order, is expected.
2. All music must be church approved.
3. Speakers are limited to our brethren or with approval of elder.
4. No functions except those directly connected with the church shall be permitted during times of church services.

### Wedding and wedding reception guidelines

1. Marriages are performed only by Apostolic Christian elders or ordained ministers
2. The church elder is responsible for pre marriage counseling of the couple. This counseling will include an explanation of Fellowship Hall weddings and/or reception guidelines.
3. Music is to be only church approved songs. Musical instruments will be limited to the FH piano/organ and acoustical stringed instruments. Other instruments need to be approved by the elder. All music is to be played/ sung in a reverent manner.
4. Photography and or video should be taken in as inconspicuous manner as possible. Photographer should not be a distraction from the ceremony.
5. The marriage activities conducted at the Fellowship Hall will be to the praise and honor of God, therefore we will refrain from applause. Godly order shall prevail as the wedding couple departs.
6. Supplemental furnishings or accessories used for the wedding ceremony should be limited to a podium and moderate use of floral arrangements and or candelabrum

## Before Leaving the Fellowship Hall

### Please Check the Following:

1. Set all five thermostats to 60 degrees in heating season and 80 degrees in cooling season. Fans should be on Auto.
2. Leave Both water heaters set on medium temperature and make certain circulator pump on water heaters is shut off (marked switch by water heaters)
3. Open the folding divider curtains.
4. Vacuum floor if necessary in any of the rooms.
5. Check rest rooms. Be sure all toilets and urinals have been flushed and there is no water running.
6. Empty all garbage into dumpsters and replace garbage bags.
7. Turn off all lights.
8. Lock all doors. Check that all exterior doors are closed and locked.

Thank you, The Trustees