**Guidelines for Use of Church Building**

(Revised August 2012)

1. Everyone must fill out A Request for Use Form.
2. The form must be turned in to the chairman of the Trustees along with fee for custodial service. Until further notice, this person is Deacon Samuel Reid.
3. No keys are to be given to anyone. The chairman of the Trustees will designate a person to open and close the building. This is especially important when the church is being used by outside organizations.
4. The chairman of the Trustees will determine if custodial service is needed, of which there is a fee. Please see below.
5. When a church auxiliary or committee uses the church for a function, the chairperson of that group is responsible for cleanup and replacing any furniture that was moved.
6. No trash is to be left in the building by any user.
7. When a member request the use of the church for birthday dinners, weddings/receptions, etc…, the services of the custodian is required.
8. Any other arrangements will need the approval of the Board and Pastor.

**Custodial fees are:**

1 to 2 hrs………………………..$35.00

2 to 4 hrs………………………..$50.00

Over 4 hrs……………………….$75.00