

RULES AND REGULATIONS FOR USE OF THE FELLOWSHIP HALL

1. The fellowship hall is part of the church and should be used only for meetings which uphold and maintain a Christian principal.
2. The church will require a donation that is appropriate for all non-church functions.
3. A calendar will be posted in the church hallway outside the office of the church by the Fellowship Building Committee. This calendar will reserve sign-up dates on a first come first serve basis.
4. No meeting in the fellowship building is to conflict with church services. No entrance will be allowed into the building while worship is in progress.
5. The person who reserves the building must be a member of Glenola Baptist Church. This member will obtain a key from a member of the Fellowship Hall Committee. If you obtain a key from another church member, that person becomes responsible for the fellowship hall.
6. The member who reserves the fellowship hall shall not give the key to someone else. This member shall be responsible for maintaining the following order and use:
 - A. All tables and chairs that are located upstairs in the fellowship building are to remain there. These tables and chairs are not to leave the building of the first floor for any reason.
 - B. The tables and chairs downstairs are available for loan by signing them out with a member of the Fellowship Hall Committee and signing them back in upon their return with same member.
 - C. Please see that all equipment, utensils, and dishes are cleaned and placed back in their proper place.
 - D. Please place any trash bags and garbage bags in the dumpster outside.
 - E. Please be sure that the heat or air conditioning have been reset; **Heat 60 Air 75**
 - F. Please see that all faucets and toilets are tightly closed and none are left running.
 - G. Please see that all doors and windows are closed and locked.