

# Shower/Event Guidelines: (New Policies Effective 6/1/2024)

\_\_\_\_\_ **Only members of Wilmer Baptist Church will be allowed to reserve church facilities. If a member is requesting use of The Chapel for a non-member event, the fee is \$100.**

\_\_\_\_\_ **Shower/Event dates must be requested 6 weeks in advance of the event. The event must be approved by the church office before being added to the calendar.**

\_\_\_\_\_ All showers of 80 people or less, will be held in The Chapel.

\_\_\_\_\_ A committee member will be assigned to you to assist with setup and decorations.

\_\_\_\_\_ You must complete a "Request for Use of Facilities Form" 3 weeks prior to your event. Your form should be turned in to the office.

\_\_\_\_\_ If using tablecloths from the Special Events Closet, they must be requested in advance. Please do not take them from the church to clean them. Please put them in the canvas hamper provided. Please shake off any food before putting in hamper. Any wet tablecloths should be put on top so they will be washed first.

\_\_\_\_\_ All wedding/shower decorations used from the church, must be returned to the Special Events Closet.

\_\_\_\_\_ No secular music is allowed to be used at any event on church campus.

\_\_\_\_\_ Per church policy, no decorating is allowed during the worship service unless it is a lunch event.

\_\_\_\_\_ No staples, nails, or pins, are allowed to be used on the walls. Only tape that doesn't leave marks or pull paint off walls.

\_\_\_\_\_ Kitchen must be left clean and all used items put away.

\_\_\_\_\_ All trash must be removed and put in the dumpster behind the kitchen. Replace garbage bags in can.

\_\_\_\_\_ Please do not take kitchen items from the kitchen in the Christian Life Center. If you know of items needed for the Chapel kitchen, please inform a member of the office staff.

\_\_\_\_\_ **Please do not leave any decorations on the lattice or in the chapel.**