

Piney Grove Baptist Church

Facilities Reservation

Reserving Church Facilities

Member Cost: Church facilities may be reserved at no cost by a member of Piney Grove Baptist Church. To make a reservation, use this form to submit the following information to the church secretary:

Church member's name:	
Contact person (if other than the church member listed above):	
Phone number:	Email:
Location requested:	
Date requested:	
Event:	
Time set-up begins:	Time event ends:
Time event begins:	Time teardown ends:

Set-up & Teardown: Be sure to take into account an adequate amount of time for set-up and tear-down before making your reservation.

Building use: Any and all rooms must be returned to the condition that they were found in, or as specified.

Reservation Approval: Reservations are made on a first come first serve basis and are not locked in until they are approved in staff meeting or CAT meeting.

For church office use:

Date form was turned in:	
Approved by:	Date:
Date confirmation sent:	
Notes:	

Members may request the use of PGBC facilities by email, fax, or postal mail.

Piney Grove Baptist Church
3217 Piney Grove-Wilbon Road
Fuquay-Varina, NC 27526

tel. 919.552.3522
fax. 919.552.1395
www.pineygrovebc.org

Piney Grove Baptist Church

Policy for Using the Fellowship Hall

Be Sure to Communicate

Due to the nature of the equipment being used and the programs conducted in the FH, there is a need for a very clear line of communication to those using the fellowship hall. We have had some equipment damaged and some conflicts in program usage. In order to avoid these, the following policy must be followed when using the fellowship hall:

A. Accessing the Fellowship Hall

If you do not already have a way to access the FH, please contact the church secretary to make arrangements.

B. Rules regarding Youth Sound Equipment

If a group is using the fellowship hall and needs the Youth Sound Equipment taken down, this is not a problem. However, ONLY the Youth Minister or one of the Audio/Visual Coordinators can remove or authorize someone to remove it.

C. Timeline for Event Preparation - What to do When

1. **In advance of your event**, please do the following:
 - a. Take inventory of the arrangement of the room, paying particular attention to what will need to be rearranged.
 - b. At least two days before your event, if removal of sound equipment is needed, contact the Youth Minister or the Audio/Visual Coordinator who can remove or authorize someone to remove it.
2. **The day of your event**, when preparing to set up, do the following:
 - a. Pay particular attention to arrangement of the room, so that items can be returned to their previous arrangement.
3. **After your event**, please do the following:
 - a. Arrange the fellowship hall as you found it.
 - b. Clean the kitchen (dirty linens go in the clothes basket).
 - c. Sweep the floor.
 - d. Take out the trash.
 - e. Lock up and return the key, through the office door mail slot.

D. Tear-down Deadline

On Sundays when youth and creative ministries are meeting, all other events need to completely conclude (including cleaning up) no later than 4:30pm. If circumstances arise that require an exception, those who are requesting use of the fellowship hall must contact the Youth Minister directly!

Church Secretary:	Christine Presnell – cpresnell@pineygrovebc.org
Youth Minister:	Alex Gonzalez – agonzalez@pineygrovebc.org
Audio Visual Coordinators:	Mike Cole - mike@amazingvideocreations.com
	Matt Keith - mattkeithdesigns@gmail.com

If you have any questions, contact the Church Secretary, the Youth Minister, or A/V Coordinator.

Piney Grove Baptist Church
3217 Piney Grove-Wilbon Road
Fuquay-Varina, NC 27526

tel. 919.552.3522
fax. 919.552.1395
www.pineygrovebc.org