

GENERAL GUIDELINES

NBC programming/ministries, individual members and other church groups (in that order) hold scheduling priority. There may be, however, unforeseen emergencies (i.e., funerals, etc.) that will receive preference over other building/room reservations.

The time requested for use must fit within the existing facility use schedule:

Monday – Saturday	6:00 AM – 10:00 PM
Sunday	12:00 PM – 10:00 PM

With the exception of weddings and other approved special events, a building may not be reserved more than three (3) months in advance.

Use of alcohol, tobacco, vaping, drugs and/or gambling are prohibited within church buildings as well as on all church property and grounds.

No dancing is allowed except in cases of worship and for the following three dances at a wedding reception: couples first dance, Bride-Father dance & Groom-Mother dance.

For those playing music, please make sure music is appropriate for a family atmosphere.

All groups using the facility must be sponsored and supervised by an adult church member or approved adult non-member. This sponsor accepts responsibility for the use and security of the building.

Organized groups using the facility may be asked to provide the church with its bylaws and a report of items that will be taught, if applicable.

Any group using the facility must allow a member of Needmore Bible Church to give a fifteen-minute devotion (excludes wedding ceremonies).

Any group requesting use of a church facility is responsible for providing its own volunteers to set up and clean up after itself.

All facility use is based on the condition that the premises are left in clean and working condition as they were found prior to any event or function. Leaving the facility in unkempt condition, incurring damage, etc. will be grounds for losing facility use privileges. Any damages to the facilities or equipment must be reported as soon as possible by calling the church office at 717-573-2212.

No item(s) should be attached to building walls, ceilings, floors or equipment that could leave permanent marks or damage. Any tape used must be removable. Any posting, displays, signs or decorating must be approved in advance. Any exterior signs, displays or structures must be approved in advance via a written request submitted to the church office.

Use of sound equipment, tables/chairs, basketball/volleyball equipment and kitchen supplies/appliances require pre-approval. Paper/plastic products (cups, plates, spoons, forks, etc.) that are property of the church are NOT to be used for non-church events/activities.

Please be good stewards when using the facilities here at NBC; this includes turning off all of the lights, picking up and disposing of trash, closing and/or locking doors before leaving.