

# General Policies for Use of Orr Fellowship Hall and Kitchen

1. The Orr Fellowship Hall and kitchen are a part of the overall ministry of First Baptist Church, Paris. And those participating should conduct themselves accordingly.
2. The Associate Pastor and Business Administrator will be responsible for adherence to and interpretation of policies with assistance from staff and the Food Services Committee as needed.
3. The use of tobacco, illegal drugs and alcoholic beverages are prohibited.
4. The weekly schedule of activities will be the final control in the case of activity conflicts. No changes will be made in the weekly schedule once it is on the church calendar.
5. All lighting, temperature controls, etc., will be operated by the staff or at their direction.
6. Any activity contrary to established church policies is prohibited.
7. The Church Staff shall approve music used in the Fellowship Hall. Christian music and music used in various programs should be of the highest quality and in compliance with the music ministry of First Baptist Church, Paris.
8. Realizing that First Baptist Church, Paris, cannot provide a facility for all groups within the community to meet, it is not our desire to make Orr Fellowship Hall and kitchen available for all groups. The intent of First Baptist Church, Paris, is to use the facility primarily for church, denominational and related purposes. Any group desiring to use the facility must complete a Calendar/Space Request and submit the request to the church office for staff approval.
9. If kitchen equipment (dishwasher, ovens, utensils, etc.) is to be used, the Food Services Director or a kitchen staff member, appointed by the Food Services Director, shall be present and responsible for proper use of the kitchen and equipment to comply with Health Department standards. The Food Services Director and/or kitchen employee are to **supervise and assist** the preparation, cooking and cleaning and **NOT** actually do the preparation, cooking and cleaning unless the Food Services Director is informed and requested prior to the event. The Food Services Director and/or kitchen staff member will be paid for hours worked.
10. Absolutely **NO** equipment is to be removed from the kitchen or equipment room unless the Food Services Committee, Food Services Director or ministerial staff grant permission. Tables and chairs are not to be loaned or removed from Orr Fellowship Hall and storage area. Loaner tables and chairs are available. Any group or individual desiring to use equipment must complete an Equipment Request form and submit the request to the church office for approval. If permission is granted, equipment **MUST** be returned promptly after use **through the church office** to provide assurance the equipment used is returned. If any equipment is found damaged, the person making the request will refund the church at replacement cost.
11. If a church or related group desires to use the facility but is not going to use the kitchen equipment nor require custodial help to clean or set up, the group is welcome to use the facility without a fee. If

the Food Services Director, Food Services Committee and/or ministerial staff deem cleaning necessary, the group will reimburse the church for expenses incurred.

**12.** Almost all **non-church group** events require custodial service; therefore, when custodial service is needed the church's custodians must be used. This work is in addition to the custodian's regular duties, and when the custodian would not otherwise be working. A \$300 refundable deposit is required after the Calendar/Space Request submitted to the church office is approved. Checks are to be made payable to "First Baptist Paris." This deposit will be surety of the group's calendar/space availability and assist in paying the custodial, kitchen and other expenses the non-church group might incur. **FINAL APPROVAL WILL NOT BE GRANTED UNTIL THE CHURCH RECEIVES THE DEPOSIT.**

**Fee Schedule for Events and Non-church Groups:**

|  |                                 |
|--|---------------------------------|
| Refundable Deposit for Orr Fellowship Hall/Kitchen Use | \$300                           |
| Orr Fellowship Hall and Kitchen                        | \$150                           |
| Orr Fellowship Hall only                               | \$100                           |
| Food Services Director/Kitchen Staff                   | \$35 per hour/\$150 minimum     |
| Sound Technician                                       | \$35 per hour/\$125 minimum     |
| Custodial Service (2)                                  | \$20 per hour/\$50 minimum each |

**13.** Reservations for Wednesday night meal must be made and/or canceled by noon Tuesday. Persons holding reservations after noon Tuesday will be responsible for the meal charge.

**14.** The kitchen meals are to be self-supporting and are required to break even. Prices of meals should cover the cost of food and labor. Non-food items and equipment will be paid out of the operating budget.

**15.** The Food Services Director is privileged, at any time, to request volunteer help from church groups.

**16.** A high degree of cleanliness is to exist at all times. Kitchen cleanliness must meet requirements of the state health authorities.

**17.** Calendar/Space Request, fees and disbursements for use of kitchen and Orr Fellowship Hall shall be channeled through the church office.

**18.** All kitchen employees/workers must dress appropriately for a church setting.

**19.** In the interest of safety, only the kitchen staff or individuals designated by the Food Services Director will be in the kitchen during operation.

**20.** Red punch is prohibited due to the potential of permanent stain and damage to carpet, upholstery and table linens. When candles are used table linens and carpet must be protected from candle wax. If damage occurs, user is responsible for proper wax removal or replacement.

*\*The following policies were approved by the church on August 21, 2002.*