

GUIDELINES FOR THE USE OF THE PARLOR ROOM

Due to the women's ministry and some very talented people and their generous giving of their time, hard work and money, we now have a lovely Parlor Room. It is our hope that the Parlor will provide a warm and inviting place for anniversaries, baby and wedding showers, Bible studies, Ladies Bible Class activities, dinners, luncheons and fellowships for small groups and a quite peaceful place for the family to gather for a funeral.

GUIDELINES:

1. The Parlor must be scheduled through the church office and will require the approval as submitted on the appropriate use form.
2. One person will be designated to be in charge of the activity and will be made familiar with the building guidelines and cleanup procedures and equipment.
3. The designated person in charge is responsible for scheduling a time, through the church office, for the custodians to unlock the Parlor doors at the appropriate time.
NO KEYS WILL BE GIVEN OUT.
4. No altering or removal of any items in the Parlor is permissible.
5. If items are to be used from the Decoration Supply Room, follow the guideline procedures that are on the door of that room.
6. All Parlor linens are to be laundered only by the Women's Committee to insure proper care. **DO NOT LAUNDER THE LINENS.** Take linens to the church office to be picked up.
7. Before leaving, the designated person in charge is to make sure that the following has been done: cleanup, replacement of all furniture and items, lock ALL doors in the Parlor and Kitchen, including the folding doors, and turn out lights.
8. The replacement cost of any broken or damaged items are the responsible of the designated person in charge.

The Women's Ministry thanks you for complying with these guidelines and we hope you will enjoy many wonderful occasions in the Parlor.