

# Pleasant Valley Church of Christ

June 2023

3700 County Road 33 Killen, AL 35645

Point of Contact for the Annex Guidelines – Josh Ellenburg

## GUIDELINES FOR USE OF THE ANNEX/CHURCH BUILDING

- Person reserving the facility must be a member of the Pleasant Valley Church of Christ and will accept all responsibility for activities during the use. Additionally, the person reserving the facility must be present during the reserved use.
- For any use of the facilities for weddings, funerals, showers, and any other events by non-members, the use must be approved by the Elders.
- The use must be booked with Josh Ellenburg (256-810-4000), so that there is no conflict with events already scheduled.
- Shannon Springer must approve all announcements made regarding the use of the facilities for any events.
- There will be NO CHARGE for use of the Annex or Church Building.
- Although weddings are permitted in the church building, the person speaking and officiating at the wedding must be a qualified/certified male member of the Church of Christ.
- During any funeral service which is occurring in the church building, the speakers may only be male members of the Church of Christ. Written statements from anyone other than the person/persons presiding over the funeral, may be read to the assembly after approval by the presiding speakers.
- Tables and Chairs from the Annex may be used outside of the facility by members – Please contact Josh for details.
- The church copier is for use only by members of the Pleasant Valley Church of Christ for church functions.
- The Annex supplies in the storage rooms are for Church use only – Please contact Josh for details.
- The Annex is part of the church's facility, so all functions taking place in it must be with respect to the spiritual nature of the Church. (We strongly suggest that all activities consider prayer, scripture reading, etc. in accordance with keeping with the Christian values that we follow through scripture).
- The Annex is not to be used for receptions, showers, etc. for non-scriptural 2<sup>nd</sup> marriages. It will be allowed for innocent parties in accordance with the scriptures. Events for parties outside of the scriptural description of marriage, which is between one man and one woman, will not be allowed.

- **The Annex will not be used for events such as baby showers, when the recipient of the shower is unmarried and unrepentant.**
- **The Annex is not to be used for events for persons who choose to live together in an unmarried condition.**
- **The Annex is not to be used to gain profit. (examples: Auctions, Sales of Goods, Soliciting either for the Church or private)**
- **No instruments of music are to be used on the Pleasant Valley Church of Christ property. (Recorded music may be used if it relates to events such as Funerals, Weddings, Anniversaries, Birthdays, etc. The music may not contain any inappropriate language or messages not in accordance with scripture). Prerecorded spiritual music which is non acapella (with instruments) will not be used.**
- **Dancing or inappropriate conduct, including inappropriate dress, will not be allowed on the Pleasant Valley Church of Christ property.**
- **No alcoholic beverages or use of improper drugs will be permitted on the Pleasant Valley Church of Christ property.**
- **There will be no smoking or use of tobacco products of any kind inside any of the facilities at the Pleasant Valley Church of Christ.**

#### **GUIDELINES FOR THE CARE OF THE ANNEX**

- **On any occasion when food and drinks are served, always sweep, mop, and carry out the garbage. The garbage should be put in the containers behind the Annex. The person reserving the Annex will be responsible for the cleanup afterwards.**
- **The Annex, including the kitchen, bathrooms, tables, and chairs, are to be cleaned after each use.**
- **Any damage caused by recreational equipment brought into the Annex will be the responsibility of the person who reserved the Annex.**
- **No thumbtacks or tape should be applied to any walls or ceilings.**
- **Use of the kitchen equipment is permitted but should not be removed and must be cleaned. All utensils must be put back in place after use.**
- **There are no charges or restrictions for the use of ice. Please be responsible with cleanliness and do not let children play in the ice machine.**
- **Avoid folding and unfolding of the tables and chairs more than necessary – Do not sit or stand on the tables.**
- **No games or crafts shall be done that could damage the building or contents.**
- **For adjustments to the HVAC units, please contact Victor Bailey at 256-627-6368 or Jade Keeton 256-710-9523.**
- **Turn off lights and lock doors at the end of each use.**