

## **641 PAVILION GUIDELINES**

### **Events at the Pavilion:**

Our pavilion is available for our members and regular attendees to use for church related events. This includes small group/Sunday School gatherings, showers, weddings, etc. The pavilion is not available for birthday parties, private family gatherings, etc. The pavilion is reserved on a first come, first served basis by calling the church office. You can reach us at 270-437-4868.

### **Walk-Through/Keys:**

To obtain a key to the pavilion, you will need to call and schedule a facility walk through. Please contact the office to set this up. You can reach us at 270-437-4868 or by emailing [casey@hardinbaptist.org](mailto:casey@hardinbaptist.org) during office hours.

### **Tables & Chairs (we have seating for 300):**

There are 250 chairs and 20 tables in the gray metal building at the top of the hill. There are 50 chairs and 16 tables in storage closet inside the pavilion. You will be responsible for setting them up, taking them down & putting them back where you got them when your event is over. Please make sure tables & chairs (if needed) are wiped down before putting them up.

### **General Guidelines/Cleanup:**

Cleaning supplies are located in the storage closet. You are responsible for the immediate cleanup after your event; this includes:

- ☐ Picking up all items
- ☐ Taking out all trash & replacing trash bags (the dumpster is located behind the 641 church building)
- ☐ Sweeping and cleaning up spills
- ☐ Cleaning bathrooms (check toilet paper, flush toilets, take out trash)
- ☐ Removing all food items

### **Fireplace:**

If you are using the fireplace, please supply your own logs. You will be responsible for making sure the fire is completely out before you leave.

### **Please Note:**

Office staff is not available after hours or on weekends to assist with facility usage questions. Should you need to speak with someone about facility usage, please call 270-437-4868 during business hours (8am-4pm, Monday-Friday).