

## Parties or Showers Hosted on Brookstone Campus

### (Members or Regular Attenders Only)

- Saturday events must be cleared out of the building by 1 pm. No parties or showers will be scheduled on Sunday due to conflicts with worship services and youth gatherings.
- Parties/Showers with 30 or less people expected in attendance can reserve the Gathering area. For parties/showers with 30 or more people expected, Room 163 is the preferred room to use.
- Events scheduled after normal office hours are subject to additional fees for an event host and/or facilities team member. See Fee Schedule below.
- A Brookstone Church Facility Request Form (link below) must be completed **at least two weeks prior to your event.**
- Use **only** the rooms reserved for your event. Use of additional rooms may incur additional fees.
- When children are in attendance, they must be under the control and direct supervision of adults at all times and are not permitted to roam freely to additional rooms and areas on church property. Brookstone Kids classrooms are not available.
- Smoking and the use of alcoholic beverages or illegal substances is not permitted on church property.
- Pets of any kind are not allowed inside the church facility with the exception of certified service animals. A service animal policy can be reviewed upon request.
- Gathering area furniture is not permitted to be rearranged or moved for an event. It is not permitted to take tables and/or chairs from other rooms and/or areas of the church.
- The user is expected to leave the building clean and remove all items associated with their program immediately following the event. Brookstone Church assumes no responsibility for any equipment, merchandise, or property left within the facility or on the property.
- Room should be cleaned thoroughly prior to leaving and all used trash bags should be taken to the dumpster.
- Nails, screws, tacks, glue, or cellophane tape may not be used on the walls, carpet, furniture, tile floor, or woodwork. No signs, banners, flags, streamers, etc. are to be attached or hung from any wall, post, or beam within or outside the church. Any questions about what is permitted should be directed to the Facilities Manager.
- Meetings that require payment or direct sales parties such as Pampered Chef, Thirty-One, Stampin' Up!, etc...are not permitted on church grounds.
- Fire codes prohibit the use of candles: except for the use of such in worship services.
- At no time should the user permit chairs, equipment, etc. to block or obstruct any aisles, entries, passages, hallways, or openings required for the standard or emergency flow of people.
- Guests or hosts are not allowed to turn the Gathering area fireplace on for non-Brookstone Church events.

## **Food, Beverage and Kitchen Policies**

- For birthday parties, bridal showers, baby showers, etc... food prep and assembly should be completed off-site prior to your event, so food arrives ready to serve. Crockpots are permitted for holding foods warm.
- Use of the coffee shop/church kitchen and serving pieces is not permitted. You will need to bring your own serving utensils, trays, platters, bowls, percolators, etc.
- If needed, we can provide you with a list of preferred catering vendors.
- The person or group requesting use of the facility should provide their own paper products and utensils and ice for your event.

## **Additional Notes**

The person booking the event is required to visit the room they are booking prior to the event to help ensure the room is set up as requested and to allow proper communication time between Event Hosts and Facilities team.

Once the event is confirmed, the person responsible for booking the event will receive a phone call from Guest Services prior to the event confirming details and review responsibilities.

The person who booked the event will also receive a phone call from Guest Services after the event to follow up.

## **Fee Schedule**

Event Assistant      \$50/hour (1 hour minimum)

This person unlocks the building and rooms at an agreed upon time, helps with locating vacuum cleaners and brooms for clean up at the end of your event and can help with any other needs you might have. The Event Assistant's main purpose is to supervise your event and provide assistance. They are not to be considered as the party planner, nor should they be considered custodians to clean up after the event. This payment needs to be made via cash directly to the Event Assistant.

Facility Team Fee    \$50/hour (1 hour minimum)

If your event requires extra set up or breakdown outside of normal business hours, a service fee may be charged for the extra time put in by our maintenance staff. This payment will be made to the individual doing the set up. You will be notified before your event who this payment needs to go to.

[Facility Request form](#) – please fill out at least two weeks before your event:

**BROOKSTONE PARK** is also available for your events. Click [HERE](#) for information and to reserve the Pavilion for your event.