

## **TRIAD BAPTIST CHURCH**

### **The Gathering Room Usage Guidelines**

The Gathering Room is designed to provide a comfortable and welcoming environment for meetings, showers, receptions, fellowship events, and small group gatherings. To help maintain the appearance and functionality of the room, please follow the guidelines below.

#### **Reservations**

- The Gathering Room must be reserved through the church office and is subject to availability. Email [events@tbcnow.org](mailto:events@tbcnow.org) for details.
- Facility requests may be submitted using the Facility Space Request Form available under the **Resources** section of **tbcnow.org**.
- All requests are subject to approval.

#### **Room Setup**

The Gathering Room is intended to be used **"as is."**

- Please use the room in its existing setup whenever possible.
- Additional tables and chairs may be available upon request.
- If approved, setup and teardown assistance provided by church staff may require an additional fee.
- **The room must be returned to the same setup and condition in which it was found.**

#### **Furniture**

- The gray chairs may be rearranged to fit the needs of your event; however, they must be returned to their original arrangement before leaving.
- Please do not move furniture located around the perimeter of the room, including:
  - Couches
  - Console table
  - Decorative furniture and accessories
- The farmhouse table may be used for serving food, displays, registration, or conference-style meetings.
- Please do not place food, drinks, decorations, gifts, or heavy items on couches or upholstered furniture.

#### **Decorations**

- Decorations are permitted provided they do not damage church property.
- **Painter's tape is the only adhesive permitted on walls, doors, furniture, or other church property.**

- Scotch tape, masking tape, duct tape, command strips, nails, screws, staples, tacks, or other adhesives are not permitted.
- All decorations must be removed immediately following the event.

If you have questions regarding decorations or need assistance, please contact the Creative Communications Team.

## **Technology**

The Gathering Room includes access to a television and sound system.

- Please indicate on your Facility Space Request Form if you plan to use either system.
- Basic use instructions can be provided upon request.
- If a church staff member or technician is required to assist with setup or operation, additional fees may apply.

## **Food & Cleanup**

Groups using The Gathering Room are responsible for leaving the room in the same condition in which it was found.

Before leaving, please:

- Remove all decorations and personal belongings.
- Dispose of trash in the proper receptacles.
- Wipe down tables and serving surfaces if food was served.
- Return all gray chairs to their original arrangement.
- Return any approved tables or equipment to their original locations.
- Ensure the room is neat, clean, and ready for the next group.

Excess trash should be taken to the church dumpster if necessary.

## **Final Reminder**

**The Gathering Room must be left in the same setup and condition in which it was found.**

The Gathering Room is a shared ministry space intended to serve many groups throughout the year. Your cooperation in caring for the room helps ensure it remains a welcoming and attractive environment for everyone.

*Thank you for helping us steward this space well.*