

Parties or Showers Hosted on Brookstone Campus

- 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.
- Events scheduled after normal office hours are subject to additional fees. 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 on church property. Brookstone Kids classrooms are not available for activities, events, programs, or classes that are not a ministry of the church.
- 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.
- 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. Any questions about what is permitted should be directed to the Facilities Manager.
- There will be no decorations affixed to the walls, moveable partitions, or surfaces in the classrooms without the consent and approval of the Facilities Manager. No signs, banners, flags, streamers, etc. are to be attached or hung from any wall, post, or beam within or outside the church without the approval of the Facilities Manager.
- All scenery or props must be free-standing. No nails, screws, or stage hooks may be used anywhere on the church premises, without the approval of the Facilities Manager.
- 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.

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.
- 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, etc.
- Your event assistant can assist you in procuring ice, if necessary, for your event.
- 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.

Fee Schedule

Event Assistant \$20/hour (2 hour minimum)

This person unlocks the building and rooms at an agreed upon time, gets ice for your event, 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. This payment needs to be made directly to the Event Assistant.

Service Fee \$28/hour (2 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.

Questions? For more information, please feel free to email Stacie Isham at **Stacie.Isham@brookstonechurch.org** or call the church office at 828-658-9443.