



Pittsboro Christian Church Disciples of Christ Building Use Policy

Thank you for considering Pittsboro Christian Church as you plan your special event. We hope to help you make it a memorable occasion. Listed below are our fees and guidelines for use of our facility.

Fees:

- Groups & Organizations hosting meetings with more than 25 in attendance - \$100.00
- Receptions, showers and other family events with 25 or fewer in attendance. - \$50.00
- Pittsboro Christian Church members may host receptions, showers & other family events free of charge.

The following services are included in these fees:

- Table and Chair Setup
 - (Tables will seat 6-8 people each, rectangular)
- Opening & locking building for event
- Use of kitchen including refrigerator and sinks.
- Cleaning floor
- Removal of trash from building.

These fees do not include:

- Cooking or use of church's dishes or utensils.
- Presence of Church Host or Janitorial Staff during event.

We ask that you:

- Bring your own dishes
- You may use masking tape to attach decorations to walls. Please do not use tacks, clamps, or staples to fasten decorations.
- Please do not attach decorations to furniture other than tables and chairs provided for event.
- Leave tables & chairs clean and ready to put away.
- Clean areas of the kitchen used and remove all items brought into the kitchen.
- Turn out the lights when leaving your event.



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Smoking is not permitted in the building and no alcoholic beverages are allowed on church premises.

Our Narthex can accommodate up to 100 people.

The fee is payable on or before the day of the event. Please make your check payable to: **Pittsboro Christian Church**

Please contact the church at 317-892-3245 if you have any questions about these guidelines. You may also reach us at our email:
pittsborochristian@tds.net