

# EVENT GUIDE



fellowship  
BIBLE CHURCH

## What you need to know to get started.

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Fellowship Bible Church is a “releasing” ministry that encourages, equips, and releases leaders for ministry. Facilities and promotion play a key role in providing a launching pad for ministry. With this in mind, we present some guidelines and policies for facility use and/or for promotion needed for your event. The event contact person is responsible for the use of your space during and after your event, including set up and resetting the room(s) to its original condition for the next scheduled event(s).

## Essentials

### SCHEDULING

Please begin by filling out our Event Form at [www.fbclife.org/events](http://www.fbclife.org/events). This will assist our Facilities Director in making sure that we have the space available for your event on the date that you request. Our events are first come first serve, however, so we cannot guarantee that our facility will be available on the date that you request. Once you complete our Event Form, our Facilities Director will be in contact with you about your event, and if our space is unavailable.

Events planned for Saturdays must have all guests vacating premises before 8:00pm. For all events taking place on Saturday evenings, décor **MUST BE REMOVED BY 8:00PM.**

### PROMOTION

Our promotion for events is usually based on availability. Busier seasons will require less promotion for more events, while slower seasons will allow for more promotion for less events. For more information about promotion availability for your event, after filling out the Event Form contact our Communications Director at [info@fbclife.org](mailto:info@fbclife.org).

### CHILDCARE

Any event held within the facilities at FBC with children are **required to have childcare**. For Fellowship ministry events (excluding LifeGroups), the staff will be responsible for finding childcare. Outside events may be required to find their own childcare which must be approved by Fellowship staff. For more specific questions concerning childcare and whether your event is responsible for finding their own childcare, contact [kidslife@fbclife.org](mailto:kidslife@fbclife.org).

### BASIC GUIDELINES

\*Some equipment may be available for usage at your event. A list of church equipment available for your event is listed on the following page.

\*It is the responsibility of the event contact person to oversee the use of our facilities before, during, and after your event, including set up and resetting the room(s) to its original condition.

\*Please remember that if your event takes place during a seasonal or special event which requires certain alterations to the normal decor, this decor will not be altered from its current state for the event. Therefore, please understand stationary items such as wall hangings, signage, stage designs, cannot be moved, covered or broken down. Nothing is to be hung from the ceilings.

\*Both the kitchen by The Mix and KidsLife Theater are only to be used for storing food and serving on the day of the event. Please do not use the kitchen for making or assembling decorations or cooking food. This includes any catering services hired.

\*Sound/Media/Lighting Technicians: All events in the church must utilize a church approved technician for each area of production. FINAL versions of all audio, video, and media must be submitted to our Facilities Director 1 week prior to your event for qualification or it may not be accepted. You may email these to [sydney.watts@fbclife.org](mailto:sydney.watts@fbclife.org). Technology usage outside of the usual scope of event usage may require an additional cost.

\*All guests will be required to stay in church area assigned for the event (this includes event room, bathrooms and kitchen).

**\*NO smoking or alcoholic beverages are allowed on the church campus at any time.**

# Available for Use

## TABLES

Round	12 available	60" diameter
Rectangle	8 available	8' length
Rectangle	4 available	3' length

## CHAIRS

Padded Metal	200 available
Padded Fabric	350 available

## TECH EQUIPMENT

(requires an approved technician)

DVD Player  
Video Projector  
Pre-Set Lighting\*  
Microphones  
Spotify-equipped computer

\*if you are interested in viewing our current light settings, please contact the Facilities Director at [sydney.watts@fbclife.org](mailto:sydney.watts@fbclife.org) to set a meeting with a technician.

## DÉCOR

Limited décor items are available, please see the Facilities Director for questions regarding using any church décor.



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## SET UP AND CLEAN UP

Fellowship will have our staff provide you with requested tables and chairs needed for your event, however, the users of the facilities will be expected to complete all set-ups and remove ALL food, decoration, containers, etc. from the building immediately after use. It is the responsibility of the event contact person to see that: all decorations are removed from rooms before leaving the building, trash should be removed from the building and placed in the dumpster located behind the church, restrooms must be left in the order that they were found. Church leadership reserves the right to and may require professional cleaning at an additional fee if the "Clean Up Guidelines" of the room(s) are not followed.

Damage- it is understood that the event contact person takes responsibility for church property, agreeing to pay for any damage