

SHILOH BAPTIST CHURCH

CHURCH EVENT/FACILITY PROGRAM - CHECKLIST

ID #	Description	Please insert "X"
Church Event/Usage Check List:		
1	Ministry should contact Deacon assigned to Ministry, prior to coordinator an event	
2	Ministry should contact Pastor to approve any outside preacher preaching in the pulpit	
3	Scheduled event(s) should be approved by the Board of Directors prior to scheduling and all funds raised during these events should be collected as 'DONATIONS'.	
4	Once event has been approved, Ministry must notify assigned Trustees and Ushers	
5	The Fellowship Hall and Church Gym are available for use by Ministries for events, activities, and programs	
6	Ministry requesting the kitchen must provide a \$50.00 deposit and get approval from the Kitchen Committee and leave the kitchen in proper order when finished, otherwise accept a service charge penalty (to be determined by the Kitchen Committee)	
7	Ministry requesting tables and chairs setup and taken down for an event at the Church must notify Church Clerk, in addition to paying a \$75.00 fee for Janitorial and Security services	
8	Any final funds collected by a ministry during a Church service will be distributed directed into the Church's Main Operating Account for church business and facility expenses.	
9	Ministry should prepare a final report of the event and send a copy to the Board of Directors	
10	Ministry/Auxiliary/Organization should not privately raise or solicit funds without Board approval	

Deacon of the Ministry Signature (or Chairman of the Deacons)