



FELLOWSHIP HALL USE

Saving Grace Bible Church | 2550 Englewood Rd. | Englewood, FL. 34223

(941) 222-0338

Facilities

The SGBC Fellowship Hall will accommodate up to 100 people.

As soon as you know the date you might need the facility, please submit a facility request form located on the bottom of the website. When you fill out the facility request form, please include the time needed for set up. Due to the frequent use of our Fellowship Hall, set up the day before is not possible.

Decor

Nails, screws, tacks, wires, rice, confetti, glitter, or similar materials may not be used in the church building.

The church has some linens, tables, and additional chairs available for use if needed. Please call the church office to arrange a time to see what is available.

Food

If the event is catered, the caterer must contact the church office prior to the event concerning:

- What time they need access to the Fellowship Hall/ Kitchen for set up.
- Do they need any other tables or church items to use?
- Plan for arrival of food and food storage.

The kitchen at SGBC is a warming kitchen only. All food for large groups should be prepared off site.

Sound System

The Fellowship Hall does have an older sound system and microphone that can be used upon request. In order to use the system, you must contact Pastor Nick Foerster, our Music Pastor, and receive permission. Depending on what is needed, one of our SGBC approved sound volunteers may be needed. All music selections must receive approval from our Music Pastor.

Set-up and Clean up

You are welcome to recruit those in the body of SGBC to help either in set up or clean up for your event. If you prefer to pay to have that done, please call the office and we can discuss pricing depending on the size of event and what it would entail.

The Fellowship Hall must be returned to order following the event including:

- All dishes washed and put away (do not leave them in the dishwasher.)
- All linens washed and returned (can be returned the following week.)
- All tables and chairs put back in order for Sunday Services.
- Empty all trash and put in bin outside, including bathroom trash.
- Make sure bathrooms are wiped down and clean for Sunday.
- Vacuum Fellowship Hall and vacuum entryway (SGBC rug), and hallways as needed.
- Make sure all décor items are put back in their correct places. Please do not leave anything on the kitchen counter.
- Wipe down the kitchen and make sure counters and sinks are clean.

Additional Details

Air Conditiong

- The lighting and power systems are to be operated by approved personnel only. Make sure you communicate with the church office what hours you will be on site so the A/C will be turned down at the proper time.

Church Policy on Fellowship Hall Use

- No alcoholic beverages are to be served or consumed on the church premises at any time
- Dancing is not permitted in any of the church buildings at any time.
- Smoking is not permitted in any of the church buildings at any time.
- Due to safety and clean-up problems, no rice or confetti may be thrown at any time on the premises.

Fellowship Hall Fees for Members of SGBC

The Sanctuary and Fellowship Hall are normally available to members of the SGBC family without charge. Custodial and sound ministry fees may be applicable depending on what is involved in your event and if you prefer to pay to clean up after the event.