

Social Hall

✉ office@northwoodbaptist.com

☎ (843) 553-3281

📍 2200 Greenridge Road, North Charleston, SC 29406

Emergency Contact:

Randy Jackson

(910) 352-4337

Welcome!

We are so happy to be hosting your event here in the Social Hall and Kitchen. I hope this welcome packet will be of use to you and answer any questions you may have before, during, or after your event. Of course, you can always contact us for any questions, concerns, or emergencies.

In this packet you will find some photos that will show you where things are or how to use them, as well as a campus map and a facility use checklist. Use this checklist to guide you through your event regarding set up and breakdown. Finally, you will find some Frequently Asked Questions.

Please do not hesitate to reach out if you need anything at all. Our offices are open Monday – Thursday, 8:30am-4:30pm or you can contact Randy Jackson at any time.

Wifi: NWBC-GuestNew

Password: northwood

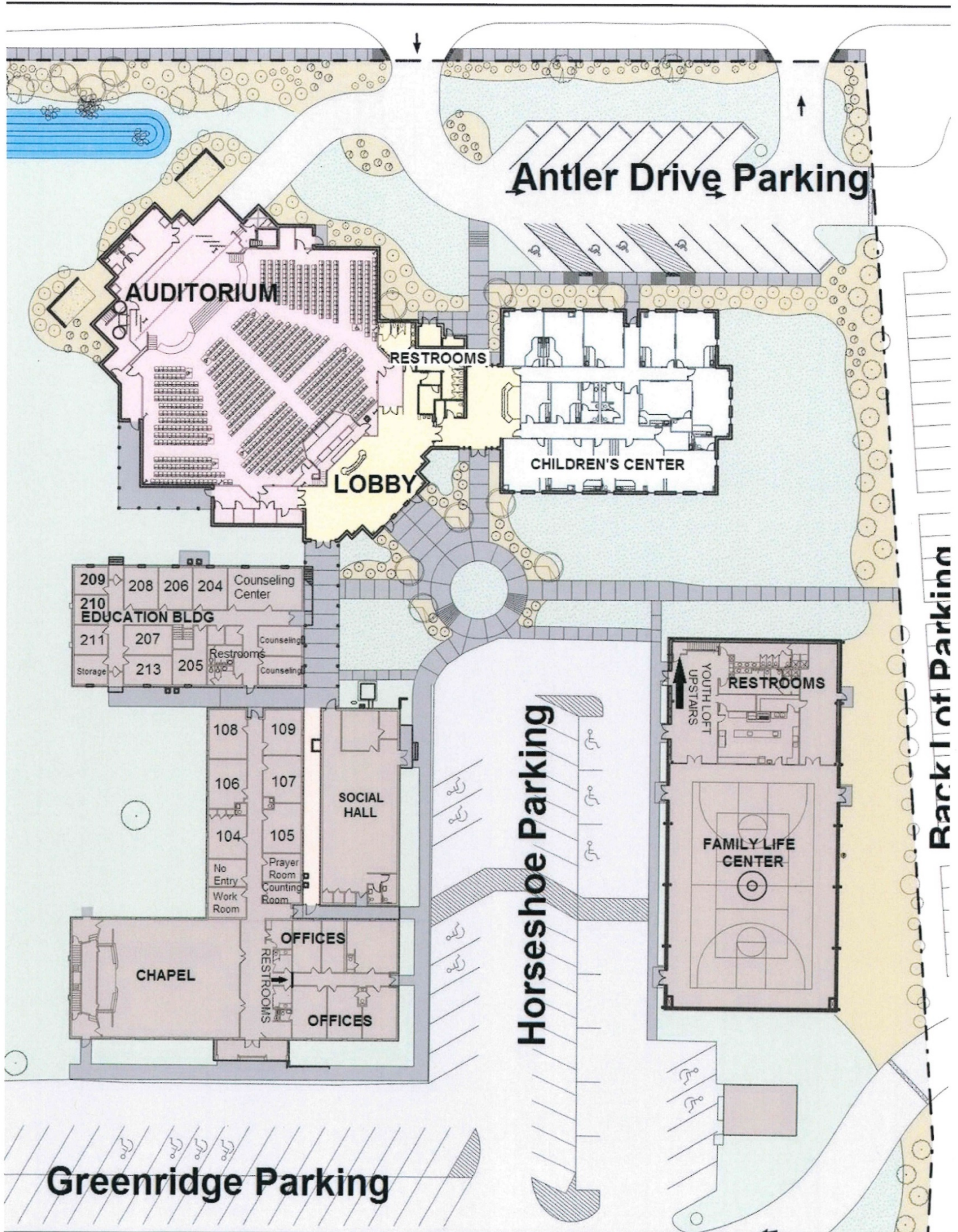
Blessings,

Morgan Donnelly

Ministry Assistant

Northwood Baptist Church

843.553.3281



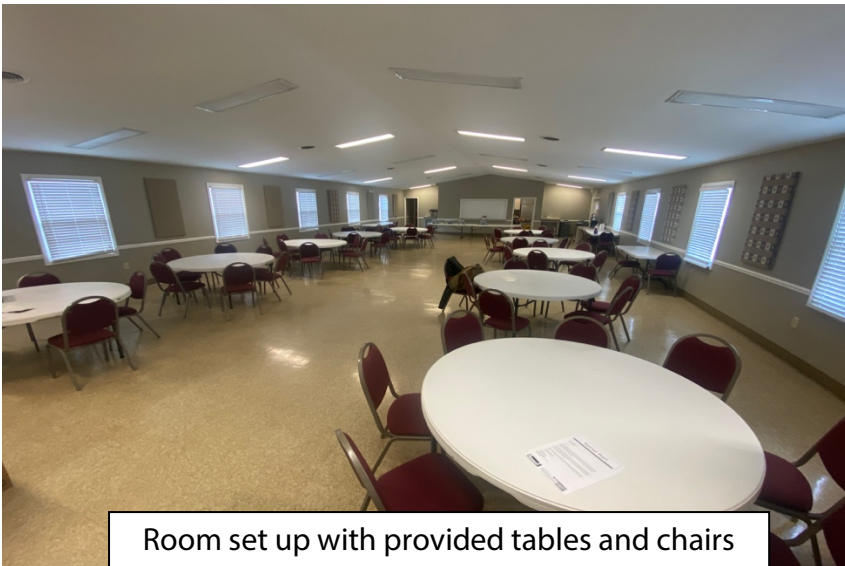
Social Hall Walk-Through



Entrance to the hallway that leads to the social hall door is off of the "Horseshoe Parking" (see map)

Entrance to the social hall

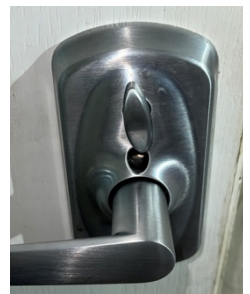
Enter your 4-digit code and the keypad will light up green and unlock the door for 10 seconds



Room set up with provided tables and chairs



locked position



unlocked position



Thermostat is located on the back wall near kitchen and restrooms. Please be sure to return the temps to 80 (cold) or 55(hot)



These double doors are able to be propped open to let your guests in but be sure to pull closed tightly before leaving!

Social Hall Walk-Through



There are 4 closets that are along the back wall of the social hall. The first closet is double doors and has dining goods, a white board, and a tv. Please know that you are expected to provide your own dining goods. If you need to use some of our items please replace them or include the cost to replace in your donation.



The other closets include one with janitor goods, one with extra items (tables, flag, and podium), and a storage closet for church items. Please make sure you put everything back where you got it from.



Food left in fridge will be donated or thrown away



The kitchen is able to be used. Make sure ovens are left off and water is not left running. An ice machine can be found in pantry.



Social Hall

✉ office@northwoodbaptist.com

☎ (843) 553-3281

📍 2200 Greenridge Road, North Charleston, SC 29406

Facility Use Checklist

BEFORE EVENT

- Have you emailed Morgan to get your 4-digit code?

CLEAN-UP

- Are all tables and chairs put back just as you found them?
- Is all food cleaned up/thrown away?
- Dishes cleaned?
- Trash taken out to dumpsters?
- New trash bags put in trash cans?
- Counters/work spaces wiped down?
- Floor swept?
- Floor mopped?
- Are the bathrooms tidy?
- Is the room set up the way it was before you arrived?
(chairs/tables/bleachers/etc)

LOCK-UP

- All lights (double check bathroom) turned off
- All appliances turned off
- Thermostat set to either cool (80) or heat (55)
- Double doors closed and locked?
- Double check doors after leaving

Social Hall

✉ office@northwoodbaptist.com

☎ (843) 553-3281

📍 2200 Greenridge Road, North Charleston, SC 29406

Frequently Asked Questions

Q. What is the fee to use one of your facilities?

A. We do not charge a set fee, but we do ask that you consider a donation to help us offset the cost of bills.

Q. Can I set up tables and chairs?

A. The social hall comes with 10 round tables already set up, each with 6-8 chairs around them. There are extra tables and chairs available if more are needed. Max capacity is 100 people.

Q. Can I put up decorations?

A. Please use painters' tape to put anything on the walls and do not rearrange any décor that is already present. You may bring in your own décor and add to the décor we already have.

Q. Is there a sound system I can use?

A. There is no sound system available in the social hall. Please bring a blue tooth speaker to play music!

Q. Can I set up the night before my event?

A. Please check the availability with Morgan (office@northwoodbaptist.com) to see if you are able to do so.