

30000 FACILITY USE POLICIES (revised 11 2011 to include kitchen policy)

30100 General guidelines

- a. Use only those rooms approved on your application. Use of spaces not reserved may jeopardize future requests.
- b. Alcoholic beverages and the use of tobacco are NOT permitted on the church property.
- c. If non-alcoholic beverages are consumed in the building we ask that you be careful and considerate and remember to empty and dispose of liquids and containers properly.
- d. Wear only shoes with Non-Marking soles during gym use. If marking soles are used, clean up by user is required, or damage fees will be assessed.
- e. **All kitchen use must be coordinated with our kitchen supervisor**, who will ensure all health department rules are followed. You will be provided with the kitchen standard operating procedures and must familiarize your volunteers with it. The kitchen supervisor or someone else qualified must be present at all events using the kitchen. b. clean up of every event must happen immediately following that event and it is the responsibility of the requestor. Failure to clean up promptly and adequately may jeopardize future request.
- f. **Please follow this checklist after your event:**
 - 1) Turn thermostat back to standard temperature if changed while in room. (Standard temp is considered 68 if it is heating season (winter) 75 if it's cooling season(summer) and 70 if it is in- between (Those beautiful days in spring or fall)
 - 2) Check coffee pots, other electronics to verify they are shut off
 - 3) Wipe down table tops and counters if needed
 - 4) Put tables and chairs back into original position, place room items back into original location if you used them (ie: books, toys, coffeepots, etc.)
 - 5) Remove trash from room if food was served, and take to outside dumpster when leaving the building. Please note, if you have liquids in the bag, please take to the nearest custodial closet and place near the floor drain. Our custodian will remove the trash from there, in case of leaks.
 - 6) Turn off lights and close door when exiting.
 - 7) If there were any damages or spills, please leave a note at the reception desk.
 - 8) Before leaving the building, please check that lights are turned off, and exterior doors are locked.

Current Emergency Contacts: