

Facility Use Requirements

To help us care for our property, we are initiating the below requirements when using any of our rooms. As the requestor of the room, you are responsible for making sure all the below requirements are followed. We understand these tasks will take a bit more time at the end of your event/meeting, but they are required to be done to continue using our spaces.

- No nails, tacks or any punctures can be made to any walls. You may use blue tape or command strips to temporarily display items for your meeting/event.
- Do not store items in any rooms at the conclusion of your meeting/event. If an attendee has left something behind, then it is your responsibility to put the item(s) in the Lost and Found bins.
- There are two Lost and Found bins
 - 1st floor – Table Storage room
 - 2nd floor – Welcome Office
- High activity meetings/events should be held in the Gym or Hall
- Low activity meetings/events are allowed in Church, Gathering Space, Lobby and Coffee Lounge
- ALL food MUST be stored in air-tight bins/containers.
- Food stored in refrigerator or freezer MUST be labeled with date and group responsible.
- Any bathroom(s) used by your meeting/event
 - Spot clean floor
 - Flush toilets
 - Wipe down counters
 - Bring trash to trash room (including women’s mini-trash bin in each stall)
 - Replace bag(s) in trash bins
- Cleaning Supplies – All cleaning materials should be returned to their assigned closet.
 - 1st floor
 - Closet outside hall by elevator
 - Closet in kitchen by trash room
 - 2nd floor
 - Closet outside Men’s room
- The thermostats are PRESET with a high/low temperature range. You will not be able to adjust out of that range.

| | Hall | Coffee Lounge | MP rooms, Classrooms, Music Room, Youth Room, Hall Meeting Room | Gym |
|-----------|--|--|---|---|
| Chairs | Wipe off, spot clean | Wipe off, spot clean | Wipe off | n/a |
| Tables | Wash | Wash | Wipe off | n/a |
| Floors | Sweep, spot clean | Sweep, spot clean | Spot clean | Spot clean |
| Trash | Bring trash to trash room and then to dumpster. Replace bag. | Bring trash to trash room and then to dumpster. Replace bag. | Bring trash to trash room. Replace bag. | Bring trash to trash room. Replace bag. |
| Bathrooms | (instructions detailed above) | (instructions detailed above) | (instructions detailed above) | (instructions detailed above) |