

## 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.

### General Requirements

- 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
  - 1<sup>st</sup> floor – Table Storage room
  - 2<sup>nd</sup> 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.
  - 1<sup>st</sup> floor
    - Closet outside hall by elevator
    - Closet in kitchen by trash room
  - 2<sup>nd</sup> floor
    - Closet outside Men’s room

	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)