

Building Usage Guidelines

- The kitchens are available for storing and serving food only on the day of your event, unless otherwise discussed with the Office Administrator.
- All guests are required to stay in the facility area assigned with the event form.
- All equipment should be requested and approved BEFORE your event.
- Building access: the staff team will contact you about how to access the building for your event.

POLICIES

- **No smoking or alcoholic beverages** are allowed on property
- If your event takes place *during a Fellowship special event* that requires alterations to the normal decor, *the decor will not be altered from its current state for your event.* **Please understand those stationary items such as wall hangings, signage, and stage designs cannot be moved, covered, or broken down.**
- Tech equipment (requires approval and discussion with staff): projector, pre-set lighting, microphones, Spotify-equipped computer
- It is the responsibility of the person listed as the contact person to oversee the use of our facilities before, during, and after your event: **setting up and resetting the room to its original state, and cleaning.** *We reserve the right to charge a cleaning fee if those requirements are not met.*
- Damage: it is understood that the event contact person takes responsibility for church property, agreeing to pay for any damage.

EXITING THE BUILDING

You are responsible for leaving the building how it was when you arrived. That includes:

- Vacuuming/Sweeping ((broom in each kitchen, push broom in mix closet, and vacuums in electrical closet in kidslife and chair closet in worship center
- Taking out trash (Bags in coffee bar drawer, right of the sink in the mix, and janitorial closet in Kidslife)
- Checking bathrooms for cleanliness.
 - Wipe up water on counters
 - pick up trash on floor
 - make sure toilets are flushed.
- Cleaning up coffee bar area/kitchens if used and washing all dishes. Please do not leave food mess out on the counter as it attracts bugs and rodents. Dispose of or remove leftovers. Cleaning wipes and spray available in copy room, kitchens, and conference room)
- Wash and return table cloths within 3 days.
- Text your staff contact that you are completely out of the building.
- If you manually unlocked a door, lock it again