

## Church Use Primer

The church building is in greater demand for use for all kinds of activities. Since our building and property are a direct blessing of God, we desire to make good use of it. To that end, and because not everyone is certain of exactly what is expected of them when they use the church building, we have established these rules for church use.

**1. The person submitting the facilities request form is responsible for lock up/cleanup.**

**2. Requisition the building**

The building or room that you want to use must be requisitioned and approved in advance every time you use it. **Please don't assume that the room you want to use is free.** The number of people who want use of the building/rooms makes this imperative.

**3. Leave the church as you found it (or better).**

This is the basic rule of church use. When you are finished using the building you should leave it as you found it. This includes **chairs in place, tables in place or put away**, other furnishings returned to their original position, toys cleaned and put away etc. The simplest thing to do is to make note of how things are when you arrive. You can't go wrong if things are identically arranged when you leave.

**4. Cleaning the church should be a part of every use.**

No matter what you use the church for, you should plan to spend time cleaning the rooms which you've used.

### CHECK LIST INSIDE BUILDING

- |  |   |
|--|---|
| <input type="checkbox"/> Vacuum when needed (Vacuums and extension chords are located in the storage room next to the kitchen.)                              |   |
| <input type="checkbox"/> Empty trash and put trash bag in dumpster. (The dumpster is at the South end of the upper parking lot.)                             |   |
| <input type="checkbox"/> Put clean trash can liners in the trash cans if emptied. (New liners are located on a shelf in the storage room behind the kitchen) |   |
| <input type="checkbox"/> Wipe off furniture when needed  | <input type="checkbox"/> Clean tables                             |
| <input type="checkbox"/> Wash dishes and utensils dry & put away   | <input type="checkbox"/> Sweep floors                             |
| <input type="checkbox"/> Turn off Lights (check bathrooms)   | <input type="checkbox"/> Mop floors when needed                   |
| <input type="checkbox"/> Lock door(s)  | <input type="checkbox"/> Wipe off and disinfect toys in nurseries |
| <input type="checkbox"/> Wipe off counter tops   | <input type="checkbox"/> Clean windows when needed                |
| <input type="checkbox"/> Return *TV/VCR/DVD to it's original location  | <input type="checkbox"/> Return borrowed key (next day)           |
| <input type="checkbox"/> Other _____   |   |

Cleaning supplies can usually be found under the kitchen sink or in the storage room behind the kitchen . Mops, brooms, vacuum cleaners and extension cords are located in the storage room behind the kitchen. Trash can liners and paper towels are located on a shelf in the storage room.

**4. Turn off all lights and lock the church when you're finished.**

You will need a key to lock the church. If no one in the group using the building has a key, you'll have to contact the church office to get temporary use of a key for opening and locking the church. **Please check to be sure that all doors are locked and all light are turned off (including restrooms) when you leave.**

**If requesting the use of a TV/VCR/DVD or Projector it is your responsibility to come in before your event and set up the equipment. *Please return the equipment where you found it.***

### CHECK LIST OUTSIDE - PICNIC, PLAYGROUND, VOLLEYBALL AREA

- Clean Gas BBQ Grill if used. (For personal use there is a fee—please call the church office)
- Pick up all trash on ground
- Clean off picnic tables
- Empty large trash can on patio (if used) & replace liner (Dumpster located in back corner upper parking lot)
- Sweep concrete patio area if needed

**Thanks!**

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