

Glenns Valley Church **-Building Use Guidelines-**

All areas used are to be left in the same or better condition as prior to use. This includes:

- trash removal (to dumpster)
- table/chair set-up
- floor cleanliness
- kitchen (including any dishes used – washed, dried and put away)
- restrooms

When you leave the building make sure you:

- turn off all lights
- return heat to 55° or air conditioning to 80°, and turn blowers off
- lock all doors

Any event utilizing the Promiseland area must coordinate with Sandy McCloskey for décor / prop arrangements and to schedule set-up and teardown times.

Any event utilizing the church property must be properly requested on the church website via the building use form and posted on the calendar. This includes reserving all rooms your group will be using. If the room is not booked; it will not be available; including the kitchen and/or nursery. Restroom use for your event is considered part of booking any room in the church. If you are unable to access the internet, please contact the church office for help in requesting it on the web calendar. You will receive a confirmation email once your event is approved.

You will be responsible for coordinating getting the building unlocked and the heat or air conditioning turned on for your event; or learning how to do so yourself.

If you use tables and/or chairs, they must be returned to the storage closet following your event, *clean* (including legs). Any tables and chairs already set up before you use the building should be put back in the same arrangement when you are done.

If you use the last of an item (dish detergent, toilet paper, etc.) please notify Sandy McCloskey or Henry Stout so they may replace it.

Each event is responsible for its own plates, cups, napkins, plastic ware, etc.

You are responsible for any damage that occurs to the premises or equipment during your event, and for the actions of any attendees of your event.

If you require audio/visual equipment, you need to book it and book someone to work it. You can not have access to this equipment without it being booked. You also need to have a qualified person to run equipment.

There are certain time restrictions on building usage due to cleaning. Events that last past 6pm on Saturday night must be cleaned thoroughly before Sunday morning. *Saturday evening event times must receive prior approval.*

If there is inclement weather immediately prior to your event, you are responsible for discussing snow removal with the church Trustees (contact: John Steed) – it will not be done for you/your event.