

UNIVERSITY PRESBYTERIAN CHURCH - BUILDING USE POLICY

MEMBERS

University Presbyterian Church understands itself to be a family of God's people with the church building as our home. Our home belongs to all of us and needs the care of all to be a home that is clean, safe, and usable.

COMMUNITY GROUPS

The building of University Presbyterian Church is available for use by community groups. We want to share our church with you and ask in return that you respect our church as you would any friend's home. Our church members follow the following guidelines and we ask you to follow them as well.

Meetings may be scheduled during normal working hours or on evenings when the Building Monitor is on duty. Monitors are normally present Sunday through Thursday evening.

To schedule events, contact the church office manager at 476-5321. All events must be put on the church calendar. The office manager assigns bulletin board space. Bring any flyers you would like posted on the bulletin board to the church office.

RULES AND GUIDELINES

- Smoking is not allowed in any area of the building or courtyards
- Food and drink is not allowed in the Sanctuary.
- Must ask permission to move furniture in Sanctuary, then it must be moved back to its original place before leaving. Other furnishings in other areas should be returned to its original place if moved.
- Clean the room that was used. Use wipes or paper towels to clean table tops and chairs. Cups and drink containers are to be emptied into sinks and disposed of in trash receptacles. Gather and remove trash. Carry bag of trash to lower level hallway leading to the alley.
- Close and lock all windows before leaving.
- Use the dry erase markers only on the white boards.
- Lock each room in the building when it is not being used. Please be aware of persons in the building whom you do not know. Purses and backpacks should not be left unattended. The church is not responsible for lost items.
- Report any building repair or cleaning needs of the church to the Office Manager.

KITCHEN RULES

- Make reservations for the using the kitchen with the office manager.
- Cups and other drink containers are to be emptied into sinks and disposed of in the appropriate trash receptacles.
- Use paper towels to wipe coffee grounds from pots and baskets. Do not rinse coffee grounds into the sink.
- Pour cooking grease into disposable container. Do not pour down the sink. Wipe pan with paper towels.
- Garbage bags must be taken around the building to the alley garbage area or left in the lower level hallway by the door to the alley.
- Clean all spills immediately. Cleaning supplies are available under the kitchen sink or in the pantry outside the first floor kitchen.
- Unused food must be cleaned out of the refrigerator and disposed of. However, food and drinks can be left in the refrigerator if the church is notified.

CHILDREN

- Children must have adult supervision at all times.
- Children are to stay off the courtyard fences, walls, and flower beds.
- Children may not use the elevator without an adult present.
- No wheeled vehicles (skateboards, bicycles, etc.) are allowed in the building or the courtyard.

I understand and agree to abide by all the rules and guidelines for the use of the church building.

Signature

Date