

# [4] – Instructions and Expectations

## General Instructions and Expectations

As part of all usage agreements and especially for outside groups, clear identification must be written down and communicated for responsibility to open and close the facilities. All events should plan to conclude by 10:00 pm. At the end of the event, those persons responsible (such as on-site supervision and support) should review facility conditions, lock doors and complete any assigned “check out” functions.

For any and all of the rooms used, the expectation at the end of the event is that those rooms are ready for use by the next group.

- Restored to the usual order (e.g., tables and chairs put back)
  - Any materials, supplies and displays are removed
  - Facility is custodian-ready (e.g., tables cleared and wiped, as needed)
  - If any issues need attention, those need to be communicated by those responsible for check out as soon as possible, especially when issues render the room not-ready to use.
1. Use of the facility is restricted to those areas and rooms identified in the application.
  2. Smoking is not permitted anywhere in the church facility and anywhere on the church grounds. Smoking is allowed inside private vehicles in the parking lot.
  3. Illegal drugs are not permitted anywhere in the church facilities or on church property.
  4. Candles for ceremonies and decorative use need prior approval. (See form for Special Requests.)
  5. All postings (e.g., signage, displays) in the building related to a scheduled activity must be approved prior by the Facilities Administrator (exact definition needed for this person). Items may not be posted directly on windows or walls except by special written permission. Only approved methods and materials may be used for any postings. Any and all postings must be removed at the end of the event or activity and surfaces cleaned (windows in particular).
  6. Nothing is to be fastened to the walls of any room or hall except in designated display spaces. Fixtures or furniture may not be moved without prior written approval by the Facilities Administrator.
  7. The church will not provide storage for the property of community groups using its facilities, or be responsible for equipment, supplies, or property of such groups or their members, except by special written permission. Even when special permission is given, the Lutheran Church of the

Resurrection is not responsible for any property, any damage or loss for property stored or left onsite.

8. The facility user assumes liability for damage to the property or equipment which occurs in the course of their event. The Lutheran Church of the Resurrection is not responsible for lost or stolen articles or any bodily injury that occurs on church property.
9. The facility user is required to clean all areas of the building used at the conclusion of their event. Based upon scheduling, the user may be requested to perform some tear-down and/or set-up following their event.
10. The church office is not to be used as a mailing address for community groups, and church employees will not be asked to do administrative or other work or perform other services for community groups.
11. Groups must provide adequate supervision for their activity. In the case of youth events, it is required that at least one adult for every six youth and that there is a minimum of two adults at each youth event.

## Room-specific Instructions

### *Fireside Lounge*

- Coffee tables centered and clustered into one large table.
- Box chairs around the four sides of the center, large coffee table
- Folded and other chairs around the walls facing the screen
- Lights turned out and doors closed
- Please check for any updates to this list prior to your event

### *Choir Room*

- Chairs distributed across the different levels of the risers and on the floor level
- Piano facing the risers
- White board erased (except for "Save" designated sections)
- Lights turned out and door closed
- Please check for any updates to this list prior to your event

## *Sanctuary*

- Pews cleared of bulletins, programs, handouts and other items from the event
- Hymnals, Bibles, pencils, etc. returned to pew racks
- Kneelers tipped up
- Center and side aisles cleared of materials used during event
- If special arrangements have been made for sanctuary pieces (pulpit, lectern, altar, side pews, side tables, candle stands, crosses, etc.), those items have been returned to their normal locations. Check for notes on the form approved for equipment use and requests.
- Lights turned out and doors closed (to sacristy, to stairwell, double and single doors at back)
- Please check for any updates to this list prior to your event

## *Fellowship Hall*

- Chairs and tables returned to positions as requested
  - Arrangements may be requested on the Equipment Use and Special Request Form
  - Small rearrangements may be requested depending upon next usage
- Piano in northwest corner
- Carpet vacuumed, rolled up and placed along north wall
- Stacking of (extra) chairs may be requested depending upon next usage
- Lights turned out and doors closed (stairwell to sacristy and doors to elevator/basement landing)
- Please check for any updates to this list prior to your event

## *Kitchen*

- Stoves and ovens cleaned
- Microwaves are wiped clean and dry
- Countertops are cleared and clean
- No food stored by outside groups after the event
- Dishes, silverware, utensils, serving dishes, etc. are washed, dried and returned to their storage places
  - Dishwasher use only with permission and proper training on its use
- Used towels and rags are clearly identified and set aside for laundry
- All trash, compost and recycling have properly put into containers
- Kitchen floor mopped
- Lights turned out and door closed
- Please check for any updates to this list prior to your event

## *Nursery*

If support for nursery is requested, the cleaning and straightening are included in the fees. Two persons minimum.

- Toys used are wiped clean (wipes provided) and returned to original storage
- Diapers, wipes and related waste are bagged and placed into garbage waste containers near kitchen.
- Lights are turned out and doors closed
- Please check for any updates to this list prior to your event