

FAITH PRESBYTERIAN CHURCH

Hospitality and Housekeeping Guidelines

We try to keep our facilities decent and in *order* (safe, clean, attractive) without inhibiting *ardor* (enthusiasm, love, joy), and realize this requires attention to a myriad of housekeeping details. To facilitate a balance between *order* and *ardor*, we have established a set of guidelines for our members, guests, and all outside groups who use our facilities.

A. GENERAL:

1. The User is responsible to limit participation to those eligible under the group designation, and for the purpose for which, the premises were secured. The User shall be responsible for the activities and actions of all participants, spectators, and visitors.
2. All person(s) using the facilities will do their own setting up and are expected to do their own cleaning up as well as returning the facilities to their existing condition at the time of use. It is expected that reasonable efforts will be made to put trash in waste baskets or trash cans and clean up any spills. (Basic cleaning supplies are found in the Janitor's Closet).
3. **Alcoholic beverages and illegal gambling are strictly prohibited on the church premises.**
4. **Smoking is not allowed inside the building.** Smoking is permitted in the parking lot and on the rear patio. Please put used cigarette filters in the receptacle provided or in a car ashtray. Cigarette filters are not biodegradable. If tossed on the ground or pavement, they remain until someone collects them.
5. **NO food and/or drink are permitted in the sanctuary.**
6. No running, ball playing or other activity that could damage the floor, walls, or ceiling of the church facility will be permitted at any time.
7. If any problems or breakage/damage of FPC facilities occurs, please contact the representative of the Use of Facilities Committee listed on your Partnership Agreement.
8. If tables or chairs must be moved, they should be picked up and carried, not pulled along the floor.
9. No items or decorations may be affixed to the woodwork, painted walls or ceiling of any church facility without the use of blue painter tape or removable putty.
10. The User may only use the facilities requested and rest rooms.
11. The last group leaving the building for the day should check restrooms prior to leaving building. **Please do any necessary cleanup. Be sure toilets are flushed and lights are turned off.**
12. Heating/air conditioning temperatures are preset and must not be adjusted other than pushing the occupied button.
13. If you are the last group leaving building, **turn off all lights and lock all doors. The doors between Fellowship Hall and the central hallway and the doors to the Sanctuary must be closed and latched.** These doors are in walls designed to prevent fire from spreading throughout the building.

B. RULES FOR USE OF FACILITIES:

- 1. Sanctuary:** Use of Sanctuary must be discussed with the pastor and/or the Worship Committee. No food or drink is permitted in the sanctuary.
- 2. Parlor and Classroom:** Users must bring their own program materials. Supplies in these rooms are reserved for church activities.
- 3. Kitchen:** Use of the kitchen by applicant or outside vender requires meeting with and training by a representative of the Facilities Use Committee.
- 4. Weddings:** Consultation with pastor.
- 5. Funerals:** Consultation with pastor.
- 6. The church employs only a part-time custodian. Users are responsible for clean up of any facilities used.**

C. CLEANUP PROCEDURES for FELLOWSHIP HALL and KITCHEN

1. All floors must be dry mopped. Mops, brooms, dust pan, etc. are located in the Janitor's closet located near the main restrooms.
2. All trash must be removed from Fellowship Hall and the kitchen (if used). Place trash in the receptacles outside the double doors on the side of the Fellowship Hall.
3. If the sound system is used, turn off system and return all microphones to the top of the sound cabinet.
4. If kitchen is used, please return all equipment to its designated location after use.
5. Clean all countertops and sinks. Follow usage instructions provided in the kitchen.
6. All dish towels, table cloths, etc. must be taken home, washed and returned as soon as possible for the next group to use.
7. Do not leave any food in kitchen, refrigerator or freezer. **All foods must be removed following the event, unless items are marked with DATE, USE of the food, NAME of person or group leaving food. If brought in early, label any food with event and date.**
A black marker, notepaper and tape are available in the drawer closest to the refrigerator.