

## **POLICY GOVERNING USE OF GRACE HOUSE AND OTHER CHURCH FACILITIES**

### **HEATING & AIR CONDITIONING**

Please do not adjust the thermostat in Grace House or the kitchen area either for heating or cooling. Please ask a member of the church staff for assistance who will be glad to assist you. PLEASE KEEP DOORS CLOSED DURING YOUR EVENT. PLEASE DO NOT PROP DOORS TO STAY OPEN.

### **PREPARATION & CLEAN-UP**

- The setting up and removal of tables and chairs shall be the responsibility of the using organization. Tables and chairs are stored in a closet in Grace House. If you require assistance for setting up and taking down, please make us aware at the time of your reservation.
- To prevent damage to the floors, please do not drag the tables or chairs.
- Please ensure that all lights are turned off prior to leaving.
- A key may be obtained from the church office prior to your event and returned to the church office immediately following. Church Office hours are between 9am & 4pm Monday-Friday only.

**ALL AREAS USED MUST BE LEFT IN THE SAME CONDITION AS FOUND.**

### **KITCHEN AREA**

- If kitchen facilities are requested, all consumables are supplied by the using organization. All consumable leftovers need to be removed at the end of the event.
- After the use of the kitchen, please thoroughly clean all dishes, silverware, utensils and appliances that you have used.
- Any malfunction or breakage of equipment should be reported to the church office immediately.
- Please remember to turn off ovens when finished.
- Please bag and remove garbage and trash to the trash cans outside kitchen door.
- Table cloths are part of the kitchen area and may not be removed from the premises. A small donation for the cleaning of table cloths is appropriate. During clean-up please keep all soiled table cloths together on a counter in the kitchen.