

CONDITIONS OF FACILITY RENTAL

I. ENTERING FACILITY

- Use only the rooms or areas which you have been assigned. Other occupants may have scheduled the same time for rooms adjacent to yours.
- Food is NOT to be served/consumed in the Sanctuary (except communion). The basement level is the only food service area. If you wish to have food (especially dinners or parties) in the Plaza Room, please obtain prior approval from church personnel.
If your group is larger than 50, the office must be notified in advance in order to schedule payment of the extra \$85 cleaning fee.

CHECK OFF LIST:

_____ Set thermostats no higher than 65°F in winter; no lower than 78°F in summer.

_____ When the sanctuary is in use, both doors must be unlocked and the chains are to be locked onto the eyebolts near the doors (Fire Regulation).

II. LEAVING FACILITY

CHECK OFF LIST

_____ Tie up your trash liner & place the bag in the kitchen near the large green trash receptacle.

_____ Replace liner in small trash can. *Other occupants will be using the facilities after you and before the janitor will be on duty. .*

_____ Turn off all heater/air conditioner fan units by opening the small door on top of each unit and setting the fan switch to the "OFF" position.

_____ Turn off all lights Plaza Room

_____ Turn off Bathroom lights

_____ Reset the thermostats to 55° in winter and 80° in summer.

_____ Lock all stairwell doors and all exits (using your master key).

_____ Check the exterior fire escape door in the basement (which exits onto the Plaza) to insure that it has not been left ajar.

We are so delighted to have you utilizing our facilities. To ensure a safe, clean, and reliable environment, please report any broken items or equipment as soon as possible.
I HAVE READ THE ABOVE STATED CONDITIONS, & ACCEPT THEM FULLY WITHOUT RESERVATIONS:

Client

Date