

Church of the Good Shepherd

Facilities Use Rules

Updated 8/4/04

Community use of the facilities of the Church of the Good Shepherd is seen an extension of the ministry of the Church. In determining whether use of the facilities by any group is appropriate, the ethics, aims and policies of the Church are used for guidance. Final authority over permission to use the facilities rests with the Rector of the Church.

Reservations, Deposit, Use Fee

Your event dates will be reserved on the calendar only when your [Request for Facilities](#) has been received in the church office along with your deposit check (\$200 for groups over 50, \$100 deposit for groups 50 and under). Although the availability of dates and facilities may be discussed over the phone, dates cannot be reserved with a phone call alone. The fee for facilities use, as determined by the Facilities Fee Chart, must be received in the church office 7 days prior to the date of the event. Church office hours are Monday through Friday 9:00 am. to 2:00 pm.

Changes and Cancellations

On your Facilities Use Request, you agreed to keep the Church office informed of any changes in date, time or contact person. Please report changes during office hours so they can be recorded on the calendar. Your fee and deposit will be returned if your event is canceled and you notify the Church office or the Rector, in person, more than 48 hours before the scheduled start of the event.

Times, Rooms, Off-Limits Areas, Child Supervision, No Smoking Areas, Alcohol

Your reservation is only for the times you have requested. Please be aware that another group or event may be scheduled immediately before or after the time you meet. Be sure your times include any necessary set up or clean-up time. Your reservation is for the rooms requested and includes use of the hallways, parking lots and restrooms in the parish hall. Do not open or use rooms, decks or patios that are not on your request form. Please keep your group's noise level under control and be considerate of other groups using the building at the same time.

Certain areas are off-limits to all but the church and preschool staff. These areas include: Church Offices, Preschool Offices, the Janitorial Closet, the Preschool Classrooms, and all Preschool equipment. The fenced preschool play yard is off limits to children over 6. All children who are in the preschool play yard and the older children's play area by the barbeque must have on-site adult supervision. All children on the church property must be supervised at all times by their parents or a responsible adult.

All buildings of Good Shepherd Church are No Smoking Areas. Cans with sand are available to be used on the deck. All outside areas, especially parking lots, are designated No Smoking areas due to danger of wildfire.

Alcoholic Beverage Policy. Alcoholic beverages may be served but not sold or advertised. Beverages containing alcohol must be clearly labeled as such, and equally attractive non-alcoholic beverages should be served. The church may require the user to provide additional liability insurance at an event where alcohol is served.

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Keys for Hall and Kitchen

Keys may be checked out during church office hours or by special arrangement. A key can be left accessible for you to open the hall and meeting rooms. Ask the church facilities coordinator or secretary about the location of the key. Be sure to return the key immediately after opening the rooms (another group may need it before you return to lock up). Get the key again only when you are ready to lock up. Lock up carefully. If you believe you are the last group to leave the building, double check all outside doors and sliding doors before you leave. A key that allows access to the locked kitchen cabinets is available from the church secretary. See the kitchen inventory for a list of the locked and unlocked equipment.

Tables, Chairs, Furniture

Tables and Chairs are stored in the Parish Hall table closet and chair alcove. You must follow directions on how to fold them and store them in the carriers properly, top to top. They should be returned to the storage racks after use. Round tables may be used inside the parish hall, only. No tables, chairs, or umbrellas may be left outside over night. Pianos may not be moved. Any furniture moved or rearranged must be returned. Furniture available for your use:

- 15 (60") round tables (seat 8)
- 14 rectangular tables (four 8 ft and ten 6 ft.)
- 150 folding chairs
- 4 large off-white market umbrellas, with cast iron stands.

Decorations, Flowers, and Crafts materials

Decorations, posters, etc. may be put up with masking tape and hung with plastic fish line. No pins or nails in the walls or wallpaper. No cellophane tape (Scotch tape) on windows. No sequin-style sprinkles on tables or tablecloths. There is a stepladder in the table closet for use in decorating. All decorations, including tape and candle wax, must be completely removed at the time of event clean-up. Please do not leave behind posters, flyers or leaflets.

If you use the tables for arts and crafts (including markers, playdoh, clay, glue, poster paint and crayons), you must cover them. Use butcher paper or the some of the disposable plastic tablecloths in the drawer marked (plastic covers) under the coffee maker in the kitchen.

Acrylic craft paint, puff paint or glitter paint may not be used anywhere inside the building. Please reserve an outside area for messy or wet projects such as flower arranging. Do not wash paintbrushes or garden tools in the kitchen sinks; instead use the outside garden hoses for this purpose. The kitchen is for food preparation and service only. You will be charged for damage to floors, counters, appliances and sinks from crafts materials, paint, glue and sand.

Clean up, Close up, Deposit Return

Please see the Clean up Check List. You may have two copies of this list so you can give a copy to the person you have designated "responsible for clean-up" on your facilities request. All building users should be prepared to clean up after themselves immediately after an event. The floors must be vacuumed and mopped completely. For larger events a cleaning fee between \$100 and \$150 will be charges as listed on the facilities fees sheet.

The full deposit will be returned if facilities are left clean, in good order and completely ready for the next user. Any damage or missing items will be deducted from your deposit. Damages in excess of the deposit will be billed to you.

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An automatic \$25 deduction will be made for each of the following violations:

- Use of room or area not on request form
- Entering off-limits area or using off-limits equipment
- Failure to return church keys
- Failure to take out all garbage to outside dumpster and beverage containers to outside recycling.
- Failure to return any furniture or equipment room where it is normally kept
- Improper storage of tables and chairs
- Failure to turn off lights or lock all doors.
- Failure to clean spilled food and drink from carpet or floors
- Use of tape, nails, paint, candles, sequin sprinkles, that damage tables, floors and surfaces.
- Failure to wash and put away all dishes & kitchen equipment used
- Failure to lock kitchen cupboards and return key
- Failure to remove all decorations, posters and tape
- Failure to remove leftover food and equipment after event
- Smoking inside building or disposal of cigarettes in inappropriate area