

# BUILDING USAGE POLICY 2011

## Chapel by the Lake

Many groups use our facilities and we feel it's important to let you know our expectations prior to use. There is a possibility that your group will be asked to change your original date, if a Chapel function were to occur. This does not happen often and we will try to notify you as soon as possible. We would encourage you to please follow the directions and treat the facilities as if they were your own.

1. Spaces within the church can be rented or leased at the direction of the Trustees. Christian activities or secular activities for the public good that are not incongruent with the Christian Biblical worldview are welcome. If there is any question regarding the appropriateness of the activity you wish to use the church for, please contact the church office.
2. Please do not remove any furnishings from rooms or materials on walls, or cover materials on the walls. This includes the Sanctuary, Chapel, all classrooms and Smith Hall. Rooms 105/106/107 now are used by the preschool; and you will need special permission to use these rooms.
3. If you need A/V equipment, please contact us in advance. Use of the telephone is reserved for matters of an urgent nature only. Please, no long distance calls.
4. The Sanctuary is our place of worship and we would ask that you not change the choir area, pulpit, communion tables, pews or sound amplification system arrangements without prior approval from one of the Pastors or the President of the trustees.
5. If you are staying overnight be sure that the last person to retire turns out all lights. This includes Smith Hall, the entrance area in to the Sanctuary (Narthex), hallways, etc. etc.
6. If you turn the heat up, please be sure and turn it down when you leave. Do not turn any thermostat above 2. It does not get any warmer if you turn it to 5!!
7. If staying the night we ask that you vacuum the rooms and hallway prior to leaving. The vacuum is in the janitor's closet or outside RM202 on the second floor. The pastor or secretary will show you where the closet is located.
8. No alcoholic beverages are allowed on the property and no smoking is allowed inside the buildings or within 50 feet of an entrance. Please dispose of cigarette butts properly.
9. At the conclusion of your use of rooms, please dispose of garbage by taking it with you.
10. Many groups use our facilities and while you are here it is possible other rooms will have meetings in progress. Please be quiet so as to not disturb other meetings.
11. When eating in Smith Hall please eat on the tiled area. The carpeted area stains easily. If you are using the kitchen, please leave as clean or cleaner than you found it. Please be sure to take all your belongings with you when you leave. Do not take our dish towels, leave them on the counter and we will wash them. Make sure you turn off the stoves and the dishwasher.
12. Please do not use the cushions in Smith Hall for sleeping pads.

Following the above directions will help to keep our rates at a minimum cost and your help will be greatly appreciated.

Thank you,

Chapel by the Lake Trustees

