

First Presbyterian Church Room Use Policy

We are a community, finding our common identity in our desire to love and serve the Lord our God and our desire to learn from one another how to live more faithfully as disciples of Jesus Christ. As we walk together, much of our life is centered within the building of First Presbyterian Church. We share this space, hoping that what we do inside the building reflects our desire to be a Gospel community, living and breathing hospitality and hope.

As we share this church space, all of us who spend time in the building, particularly the leaders of groups, committees, gatherings, and meetings cooperatively agree that the care of our space is a whole group responsibility. In the set-up, use, and cleaning of the area(s) used, all those participating enter into a covenantal agreement that the areas will be cared for by the whole.

In order to maximize the caretaking of our church space and to treat respectfully all church staff, we have outlined basic tasks as follows.

- ✓ Complete the form in the church office for any equipment or room set up you need. If you fail to request an item or you change your mind about the room set up, this is your responsibility and not the responsibility of staff.
- ✓ Group leaders should arrive at least 15 minutes early to make any necessary changes to the room.
- ✓ Leave the space as you found it.
- ✓ Dispose of all trash your group may leave behind.
- ✓ Clean up the coffee stations.
- ✓ Unplug anything you may have plugged in.
- ✓ Turn off all lights that you turned on.
- ✓ Lock any doors you unlocked.
- ✓ Do not move the room dividers. They require special training to set up so neither you nor the dividers are damaged.
- ✓ Turn off the dishwasher before departing. If left running, it may leak and cause damage.
- ✓ Check the stove to make sure it is turned off completely.
- ✓ Do not leave any "unsolicited" items (clothing, appliances, etc.) at church. Please donate such items to a facility set up to handle and disperse them.

We prayerfully ask that you use common sense and comply with the discipline of respect for the spaces that we all use as well as the time of our staff, clergy, and lay volunteers.

Thank you.
ADMINISTRATION COMMITTEE

4/15/2009