

BUILDING USE INSTRUCTIONS

Church Custodian: Ernie Thiesen 604-819-6456

Special Requirements: Please discuss with the custodian any special set-up requirements such as table or chair configurations, numbers required and types of tables (round or rectangular).

Area of Use: Please ensure that your group knows which room or area has been approved for their use and how to reach it.
Groups must confine their activities to the area to which they have been assigned. If additional space is necessary, you MUST arrange it with the church secretary to ensure the space is available and there are no other conflicts.

The Kitchen is not to be used unless prior arrangements for its use are authorized. Groups using the Kitchen must follow the guidelines as outlined in the *Kitchen Use Instructions* document.

Heating & Ventilation: DO NOT adjust the thermostats. If you require adjustments to building heating or ventilation, please contact the Church Custodian.

Damage: Any group or person using the facilities will be responsible for damage to either the buildings or furnishings, and agrees to reimburse Sardis Community Church for the cost of repairing or replacement of damaged property.

Set Up/Clean-up The user group is responsible for their own setting up and cleaning up if unsupervised or as directed by the Church Custodian (or supervising Church personnel), unless arrangements have otherwise been made for the Church Custodian or other Church personnel to provide this service.

Decorations: Decorations are not to be attached to Church building or property with Glue, Nails, or Pins.

The Church Custodian and/or other Church Personnel are not responsible for taking down, packing or storing decorations. All decorations must be removed from the Church on the day of use. Any exceptions must be made in advance and approved by Church Personnel.

Sanctuary & Stage: Arrangements must be made in advance with the Creative Planning Committee, prior to the moving of any items within the Sanctuary.

User Groups must not make any changes to stage configuration and/or remove any banners, plants, displays, sound and/or musical equipment or stage risers without approval of a representative of the creative planning committee.

Please see Church Secretary for contact information.

Before you leave:

- Ensure the room is tidy and furniture is in order.
- Return all equipment, chairs, tables, etc to their original location.
- Close and lock all windows
- Check washrooms for any running water, plugged toilets, garbage on floor, etc.
- Turn off all lights.
- Ensure all exterior doors are securely closed and locked.

Report any problems immediately to the custodian...