**Church Use Guidelines**

**Mt. Olive Brethren Church**

Event Coordinator is to follow coordinator duties as specified. Coordinator duties include:

 Be on site for the event

 Make arrangements with church office to obtain key if needed and return

 promptly after event

Open and **lock** the building (Do not prop open outside doors)

Turn **off** lights when done, lock doors when leaving

Supervise the use of building and equipment

Ensure use is limited to areas of the church agreed upon

All children under the age of 18 are to be properly supervised and to remain

in areas reserved by party

Return table and chairs (and other items) to proper places

Tables and chairs used for eating are to be wiped clean as needed

Trash is removed from building **to dumpster** in back parking lot

Food and drinks are not permitted in sanctuary

Floors are expected to be cleaned (sweeping, mopping, vacuuming) as

needed

Kitchen is to be cleaned before leaving

 Wipe stoves and countertops

 Dishes are to be cleaned, dried and returned to cabinets.

 Wipe out sinks (do not flush grease or food down sink drains)

 Dish rags and towels are to be laundered and returned

 Food or drinks are **not** to be left in refrigerators, ovens or warmers.

**SPECIAL NOTES:**

\*Audio/video equipment only to be used with permission and approved

techs

\*Fireplace in picnic shelter to be used with approval.

**\*Smoking or alcohol IS NOT PERMITTED** at any time.

\*Damages must be reported after event and in case of neglect or abuse,

you may be responsible for repairs/replacements.