

Approved: \_\_\_\_\_ Follow up letter/Email: \_\_\_\_\_ Phone confirmation: \_\_\_\_\_

## **Building Usage Guidelines Valley Christian Fellowship**

The Lord has blessed us with a beautiful place to worship at Valley Christian Fellowship and we have an obligation to keep His house in good repair and clean. Please be diligent to see that all equipment and rooms are left in a good condition and ready for the Sunday morning worship services. **NO OPEN FLAMES INSIDE OR OUTSIDE OF THE CHURCH FACILITY.**

### **SANCTUARY:**

- If the chairs need to be removed in the sanctuary for your event, you must contact the deacons, and have a deacon available so the chairs will be set up correctly.

### **FELLOWSHIP HALL/ALL CLASSROOMS:**

- You are responsible for setup and breakdown of any tables and chairs as well as total cleanup of this area. Please leave it as you found it.
- All trash cans need to be emptied and placed in the dumpster across the parking lot.

### **KITCHEN USAGE:**

- If you need to use the kitchen, please bring your own necessary supplies, such as paper plates, utensils and staples etc...
- If dishes were used please wash (in steel sinks) and put back in proper place.
- It is essential that you make sure the kitchen is clean and secure (door locked) before leaving.
- Do not leave any leftovers in the refrigerator or freezer- take leftovers with you.

### **BATHROOMS:**

- Please leave bathrooms cleaned and trash emptied.
- Men's and Women's bathrooms in the front foyer are NOT to be used if event is scheduled for Saturday evening.

### **TABERNACLE:**

- No staples or nails are to be placed on the ceiling or on the wood.
- No open flames are allowed underneath or near the Tabernacle.
- No misters allowed around the structure.
- Trashcans need to be emptied when your event is complete.

### **OTHER:**

- Children may play on the playground outside with adult supervision only.
- All children must be supervised and may only be in the designated rooms that have been requested on your Work Sheet.
- It is essential that you make sure all exit doors are secure prior to setting the alarm.

*We thank you for being a part of our church family and for following good stewardship guidelines for using the church facilities. May your event be a complete success!*

Signature: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Daytime: \_\_\_\_\_