

Guidelines for Using the Building

1. Using the Building

- a. Care should be taken not to damage the facility or its furnishings. Here are several things which have caused issues in the past, but this list should not be considered exhaustive and should provide a guide for decisions regarding decorations, food choice, etc.
 - i. Tape on the pews is very difficult to remove. Do not affix decorations to the pews with tape.
 - ii. Wax from candles can be removed from carpeting but only with considerable effort and time.
 - iii. Many punches and drinks with bright colors stain carpeting, consider lightly colored alternatives in case of an accidental spill.
- b. St. Michael's contracts with a cleaning service and will therefore clean the bathrooms and vacuum the floors each week. Groups using the building are expected to leave it tidy and reasonably clean. Items and furnishings which have been used need to be put away. If an event results in excessive, extra cleaning, the cleaning deposit may be forfeited.
 - i. If you bring tables and chairs outside, give yourself extra time/help to wipe the grass or dirt off the feet/legs of tables and chairs as you bring them inside.
 - ii. Flower petals are very difficult to vacuum and remove from upholstered pews and carpet. Consider laying a runner down on carpet and avoid getting them on pews.
 - iii. Trash cans should be emptied into the large bins in the enclosed space on the northeast corner of the parking lot.
 - iv. The kitchen should be clean.
 - v. If you use any kitchen towels or other items which need to be laundered, please consolidate that a member of the parish may wash them.
 - vi. Any items used in the kitchen should be washed and returned to their places.
 - vii. No food should be left in the kitchen without permission.
- c. Alcohol is not normally permitted at functions held at St. Michaels. Exceptions need to be approved by the Executive Leadership Team of the congregation.

2. Securing the building

- i. The alarm should be set, and the doors locked.
- ii. Please close and latch any windows which you have opened.
- iii. If you have not been granted the alarm codes, you will need to contact the church member or staff person to alert them when the building is being vacated so they can come and lock up and set the alarm.