



Event Room Procedures

For set up and clean up

Event Name _____ Date of Event _____

Contact Information: Name: _____

Phone Number: _____

Email: _____

Responsible Party for Event (Must be a member of Crosswater Community Church):

Set Up-Date _____ Time _____ Clean Up-Date _____ Time _____

Person in charge of opening doors w/key fob _____ Has this person been informed _____

Person in charge of setup _____ Person in charge of clean up _____

If you are requesting more than 1 table, you must provide seating plan and table setup with this form.

Setup

_____ Take a "before" picture of room upon arrival (optional).

_____ Move any furniture if needed

_____ Set up any furniture if needed

Clean Up

_____ Remove tables and chairs and return to appropriate area if added during set up

_____ Replace tables and chairs if moved during set up (See optional picture to help set up room properly)

_____ You must remove anything you bring (cups, plates, food) including trash. (see Kitchen Rules attachment).

_____ Check bathrooms to make sure they are clean (if used)

_____ Put trash bags in large black cart outside. Be aware that trash bags leak so do not leave them unattended.

_____ Make sure lights are off and door is locked

Signature of person in charge of setup Print Name Phone Number

Signature of person in charge of clean up Print Name Phone Number

Event Room Procedures

Rules and Regulations of Facilities Use

1. General

- The program or any publicity materials must be previewed and endorsed in advance (minimum one week's notice) by the Church before distribution.
- Decoration details must be submitted in advance (minimum one week's notice) for approval.
- All activities must be restricted to the designated time and the room(s) assigned. The facilities must be vacated by the time indicated. This includes any time needed for cleanup.
- The maximum number of attendees for the event should not be greater than the anticipated number as indicated on the calendar request form.
- Smoking, alcoholic beverages, profanity, violence, horse play and excessive noise are strictly prohibited anywhere in the church Facilities.
- Drinks, light refreshments are allowed only in the rooms where a "no eating / drinking" sign is not placed.
- Thermostats are not to be adjusted in any way.
- No roller-skating, roller-blading or skateboarding is allowed on Church property.
- No pets (except guide dogs) will be allowed in the Church.
- Church materials or supplies are not allowed for use unless advance approval has been obtained by the Church office.
- Users assume full responsibility for the conduct of all persons present at the event.
- The Worship Center staging area is often decorated for sermon series, etc by the church. These items can not be removed or disturbed in any way. Use of the Worship Center is done with the full disclosure that the stage may be decorated according to a theme and cannot be changed by the group using the facility.

2. Housekeeping

- All areas must be kept clean and tidy. The user is responsible for the cleanup of the facility to the original condition and returning any removed articles or furniture to the original place. Users must leave the facilities in a tidy, clean condition after use.
- All program materials brought by the user must be removed from the space when the event is over.

Policies and Procedures for Church Facilities Use

- No signs / posters / bulletins / pictures / banners should be hung in any buildings unless permission to do so has been given by the Church at the time Facility was rented.
- No outdoor signs or objects should be placed upon the church property without prior approval of the Church.
- There must be no cooking in the kitchen unless approved in advance. When the kitchen is used, users are expected to keep it clean. This includes cleaning, putting away all utensils and removing food items from the refrigerator before leaving.

3. Use of Equipment and Facilities

- Access to equipment such as microphones, amplification equipment, projector, television, VCR, etc. will not be permitted unless approval has been obtained at the time of application. Any last minute request for items that were not made at the time of application may not be approved.
- The main audio/video system must be operated by authorized CCC technicians only.
- The use of musical instruments and/or the moving of instruments require the permission of the Church. This applies to all Church owned instruments.
- Arrangement will not be made for the set-up of chairs and tables unless custodial service is provided which may incur a cost.

4. Music

- If music is to be played at the event, only Christian music is allowed unless approved by the Church. In no case will any music be allowed that contains inappropriate lyrics.

5. Children

- All children must be supervised and attended by adult(s) at all times in any part of the Facilities. For the children's safety, children are not allowed to run through the Facilities.

6. Parking

- Parking spaces are available on a first-come, first-served basis. These spaces are not reserved unless permission is granted. However, persons are forbidden from parking adjacent to the entrance of the Church. Loading and unloading of vehicles are the only exception.
- If event occurs during Academy hours Monday-Friday, parking is not permitted in the Academy's designated parking area.
- Illegal parking on streets is subject to ticketing, towing, damage or forcible removal at the owner's risk and expenses.

Policies and Procedures for Church Facilities Use

- There is no Church liability when parking on the premises. The group using the facility may secure a security guard with pay to patrol the parking area for security reason when you feel it is warranted. That is at your discretion.
- Under all circumstances, users have the obligation to obey the Church's traffic policy.



Main Kitchen

If you are using the main kitchen, it is your responsibility to keep it clean by following these rules. Please check as completed.

- Wipe down stove-knobs and burners.
- Wipe warmers outside if used.
- Clean all counters/tables with disinfectant.
- Wash all dishes, pots and utensils either using the cleaning system or dishwasher. Leave to drain on the drying racks or in the dishwasher turned upside down.
- Turn off gas & burners, fan & lights above stove before leaving.
- Do not leave any water or soaking pans in sinks.
- Wipe up spills from floor.
- Bag and tie up the trash and put in large garbage cart under the tower.
- If leaving perishable food-mark date on it. It will be disposed one week from date.
- Sign off on the checklist that this has been completed.

How would you describe the condition of the kitchen on arrival?

- Clean and Organized easily to find items needed.
- Not clean explain: _____
- Other comments: _____

Signature: _____ Date: _____

Hub Kitchen

If you are using The Hub for drinks and/or snacks, it is your responsibility to keep it clean by following these rules:

- Wipe down any items used with disinfectant.
- Wash all dishes and utensils and leave them in the drainer upside down to air dry.
- Wash and wipe down counter tops with disinfectant.
- Wash out coffee carafe if used and turn upside down in the sink drainer to dry.
- Dispose of all left-over food and take the trash when leaving to the garbage cart under the tower.

Thank you for helping to keep the *Lord's* kitchen clean.

Signature: _____ Date: _____