

FACILITY USAGE GUIDELINES

Hospitality Center

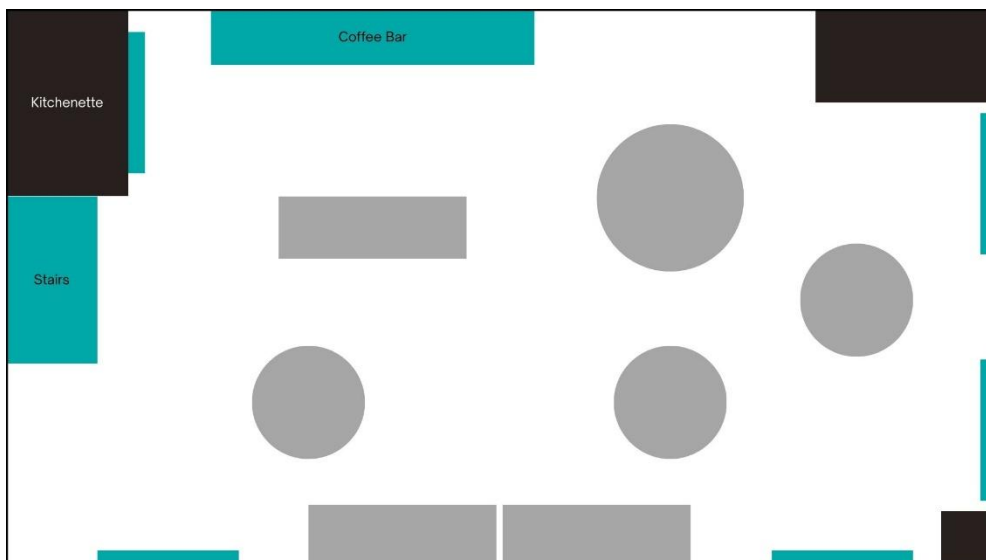


Guidelines

- Items, resources, and areas labeled for “Authorized Use Only” should not be used by anyone except the designated Hospitality Team.
- Absolutely no supplies, food, beverages, decorations, or any other resources should be left behind by any group. If storage of supplies is an issue, we can work with individual groups to create designated areas for storage that must be regularly cleaned and maintained by the relevant group. - Unclaimed items will be donated to charity if possible.
- The space should not be used without prior approval of the Church. Internal ministries and groups should use the “Monthly Check-In” form to notify the staff of their meeting times at the beginning of each month. External groups should maintain regular contact with the church office.
- No alcoholic beverages, tobacco/vaping/smoking products, firearms, drugs, etc... permitted on campus.

Post-Use Cleanup

- Clean any counters, tables, and other messy surfaces (*Cleaning supplies located under sink in closet*)
- Take out trash (*Trash bags located under sink in closet*)
- Put tables back how you found them or according to the diagram attached
- Turn off the lights, open all blinds and window coverings, and lock all doors!



Facility usage guidelines are subject to change. Please refer to official postings for the latest information.
Updated: 5/15/2025