

FACILITY USAGE GUIDELINES

Gym



Guidelines

- 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.
- Take care to ensure student artwork and decorations are not damaged. Hang them back up if they fall. (We understand that things happen, but please make efforts to protect them.)
- Absolutely no supplies, food, beverages, decorations, or any other resources should be left behind by any group. - Unclaimed items will be donated to charity if possible.
- No alcoholic beverages, tobacco/vaping/smoking products, firearms, drugs, etc... permitted on campus.

Post-Use Cleanup

Sports and Events

- Remove any tape or markings from floor
- Put away basketballs and other equipment
- If tables and/or chairs were used, put them back where they were
- Remove ALL personal belongings from the gym - Unclaimed items will be donated.
- If leaves and dirt were blown in, sweep the floor.
- Ensure doors are closed and locked
- Take out the trash (if applicable)—dumpster is located behind the building
- Turn off the lights and lock doors!

Meals

- If the kitchen was used, ensure the kitchen cleanup checklist (separate document) is fully completed.
- Wipe off tables and chairs
- Put up tables and chairs where they were
- Sweep floor
- Take out the trash—dumpster is located behind the building
- Turn off the lights and lock doors!