

## LUTHERAN CHURCH OF THE RESURRECTION

### FACILITIES USE: POLICIES AND INFORMATION FOR RESURRECTION MEMBERS

#### TO RESERVE FACILITIES

1. A Room Request must be submitted to the Events Manager to reserve facilities.
2. The Events Manager will try to accommodate all requests and/or place users in the most appropriate facility available.
3. Changes to an existing Room Request must be submitted to the Events Manager. Changes would include: cancellations, date, time, contact individual, number of people, equipment and furniture needs.
4. Set-up, extended set-ups (over more than one day), planning meetings, decorating, rehearsals, pick-up/deliveries, and clean-up time must also be scheduled.
5. When a conflict of users occurs, and cannot be negotiated and resolved by the Events Manager, then the Facilities Coordinating Committee will mediate and resolve.
6. The individual requesting use of the facilities will be the **Event Contact**. All correspondence and coordination of facility use will be between the Event Contact and the Events Manager.

#### POLICIES AND CONDITIONS

1. The **Event Contact** will be present during the duration of the event to insure facility policies are met.
2. The **Event Contact** will open and close facilities and provide direction, information and facility policy requirements.
3. The HVAC, sound, and video systems are fixed. Prior arrangements must be made with the Events Manager for use or changes to these systems. **Please allow a minimum of 7 days advance notice.**
4. Additional items such as podiums, easels or screens are available. Prior arrangements must be made with the Events Manager for use. These items must be returned to their home after use unless prior arrangements have been made with the Events Manager.
5. The reserved facility **will not be opened prior to agreed time** unless prior arrangements have been made with the Events Manager. **Please allow 7 days advance notice.**
6. If your event will require use of the stage and instruments cleared, **please allow a minimum of 7 days advance notice.**
7. Outside music and entertainment shall cease at 10:00pm; Inside at 11:00pm.
8. Animals, other than working dogs, are not allowed inside church facilities.
9. If you require additional trash receptacles (dumpster) for your event, **please allow 7 days a minimum of 7 days advance notice.**

#### CHILDCARE

1. Childcare **MUST be scheduled no later than 4 weeks in advance** of your event with the Events Manager.
2. The Events Manager will notify the Director of Children's Ministry to secure staff and/or volunteers.
3. A final count of the number of children and each child's age **MUST be submitted to the Director of Children's Ministry NO LATER than 1 week prior to your event.** Otherwise, Childcare will be cancelled.

#### ALCOHOLIC BEVERAGES

1. No alcohol may be used outside the building.
2. Alcohol may be served only in authorized buildings: Faith Center or Fellowship Hall only.
3. Serving of alcohol is subject to permit policy of the State of California Department of Alcoholic Beverage Control (ABC). For permit information visit: [www.abc.ca.gov](http://www.abc.ca.gov).
4. Alcohol may be served, **but not sold**, to invited guests **without a permit. The selling of alcohol is defined as any exchange of money, or substitute for money such as meal or drink tickets.**
5. Servers are encouraged to read and sign *Your Responsibility When Serving Alcohol*.

#### DECORATIONS

1. All decorations must be UL approved (flame-retardant) and subject to requirements of fire marshal.
2. The use of nails, tacks, scotch tape, staples, pins, etc. is not permitted.
3. If you need to use tape, only blue painters tape is allowed. A supply is located in the Faith Center storage room or office.
4. Candles must be completely enclosed in a glass, or non-flammable holder.
5. The use of glitter, metallic confetti, rice or similar items is not permitted.
6. Decorations may not be hung, in any manner, from acoustical wall panels, light fixture, vents or fire-extinguishing fixtures.
7. All decorations **must be removed from the facility immediately after your use**, unless other arrangements have been made with the Events Manager ahead of time. **Please allow 7 days advance notice.**

#### SETUP/TEARDOWN OF FURNISHING

1. Setup of furnishings are handled by our custodial company (during their scheduled work hours) **provided a pre-determined floor plan is finalized a minimum of 7 days prior to your event, otherwise this is your responsibility. The pre-determined floor plan is developed in working collaboration with the Events Manager.**
2. Teardown of furnishings are handled by our custodial company **provided the Events Manager is notified a minimum of 7 days in advance of your event. Otherwise, this is your responsibility.** The room must be set in Worship configuration, unless otherwise notified. A diagram of the Worship configuration is posted on the kitchen bulletin board.
3. Setup/teardown of furnishings by our custodial company **excludes:** the altar, extension cords, banners, lectern, instruments & AV equipment.
4. If you are serving food and/or beverage, please utilize the floor mats under serving tables to minimize carpet spills.
5. Room & restroom trash should be monitored throughout your event.
6. If you feel you will require additional janitorial supplies, please notify the Events Manager a minimum of 7 days in advance of your event.

## KITCHENS

1. Before using kitchen appliances, PLEASE READ ALL POSTED SIGN AND INSTRUCTIONS.
2. Paper goods, coffee and condiments will be supplied for your **Resurrection sponsored event ONLY provided the Events Manager is notified a minimum of 7 days in advance of your event. Otherwise, this is your responsibility.**

## CLEANUP AND CLOSING OF FACILITIES

1. Please follow the checklist(s) below.

Faith Center Use :*A copy of this checklist can be found on the bulletin board inside the Faith Center Kitchen.*

- Wipe tables clean.
- Vacuum **large** spills. The Vacuum is located in the chair storage room.
- Clean & put away all dishes, serving pieces and utensils.
- Clean kitchen counters.
- Put away small appliances, including coffee urns.
- Sweep the kitchen floor.
- Clean stove, grill, drip pans and burners. Cleaning instructions are posted above the stove on the wall.
- Turn gas off at stove.
- Turn off Convection Ovens.
- Turn off Warming Drawers.
- Close down dishwasher according to instructions posted on the wall (to the right of the dishwasher).
- Lock up the zippered canvas shelving covers.
- Turn off all faucets at each of the back sinks.
- Unplug coffee brewers.
- If your use of the building is on a Monday or Tuesday, empty all trash receptacles in the kitchen and in the room. Place trash liners in all trash receptacles. **ALL CARDBOARD MUST BE BROKEN DOWN COMPLETELY BEFORE PLACING IN DUMPSTER.**
- If your use of the building is on a Monday or Tuesday, tidy restrooms and empty trash.
- Clear all leftover food & beverage from the refrigerator, unless arrangements have been made in advance with the Events Manager.
- Remove all items from the facility immediately after your use, unless arrangements have been made with the Events Manager ahead of time. If anything is left behind, it will be placed in the Lost & Found in the Administration Office or destroyed.
- Turn off lights in all quads and kitchen.
- Turn off lights in chair storage room.
- Turn off lights in the stage room.
- Turn off lights in the Men's & Women's Restroom.
- Turn off lights in the hallways & foyer.
- Turn off lights in the Library and Music Rooms.
- Check all **12** exterior doors to insure they are locked and secured!

Fellowship Hall Use:

- If you served food, please:
  - Empty the trash. Trash must be deposited in the dumpster in the North side of the property. Trash bags are found under the kitchen sink.
  - Wipe spills from tables.
  - Sweep the floor.
  - Leave kitchen counters clean, with utensils and appliances put away.
- Tables and chairs must be placed in the standard configuration, unless notified otherwise. A picture of the standard configuration is found on the wall next to the thermostat.
- Turn off heat/air
- Turn off all lights.
- Lock all doors & windows, including the restroom.

Classroom Use:

- All furnishings, toys, etc. must be left in **AS FOUND** condition.
- If you served food, please:
  - Empty the trash. Trash must be deposited in the dumpster in the North side of the property.
  - Wipe spills from tables.
  - Sweep the floor.
- Turn off heat/air.
- Turn off all lights.
- Lock all doors/windows.