

FACILITIES USAGE RULES

Please Review Before Signing

1. No smoking is allowed within any part of St. David's facilities.
2. No food or beverages allowed unless approved on rental agreement.
3. Meals are to be served and consumed in Jeffords Fellowship Hall, the former Parish Hall or the outdoor areas designated in the rental agreement.
 - a. Alcoholic beverages may be served in Jeffords Fellowship Hall , the former Parish Hall or designated outdoor area only, and may never be sold.
 - b. Food and beverages must never be served or consumed in the Nave.
 - c. Light refreshments may be consumed in other areas provided that all crumbs, cups, spills and wrappings are appropriately cleaned up at the conclusion of the event.
 - d. If you use the kitchen area, all dishes used must washed and put away, all equipment cleaned (stoves, coffee makers, sinks, etc) and all floors washed as necessary.
Training on the kitchen equipment will need to take place prior to the event.
4. No storage of anything in the Church unless there is prior approval.
5. No children are to be without adult supervision on premises at any time.
6. St. David's reserves the right to relocate user to another room or cancel use.
7. Arrangement of tables/chairs are to be handled by users/lessees unless a request is provided in writing in which case there will be additional set up fees.
8. Before leaving, all furniture must be placed back exactly, all furniture must be placed back exactly as it was before use.
9. All tables and chairs must be wiped down after each function to remove excess food, stains, etc. Floors must be swept.
10. All trash and garbage must be put into garbage receptacles, rooms cleaned and materials put back where they were found. Kitchen garbage needs to be removed from the building and placed in the dumpster.
11. All building exterior doors are to be kept locked at all times except in cases where your group has arranged to have greeters monitor these doors. Please ensure that all exterior doors close securely behind you whenever anyone enters or exits the buildings.
12. Please turn off all interior lights, including restrooms, before you exit the building at the conclusion of your event.
13. All guests are to remain in the part of the building of the scheduled event and in no other area of the Campus.

Signed _____

Print Name _____

Print Name of Group _____

Date _____