

**Dove of the Desert United Methodist Church
Facilities Use Rules**

It is our intent that the church facilities be used primarily for activities consistent with our mission statement: “increasing love for God and neighbor.” The entire facility and particularly the Sanctuary should be treated with respect and not abused.

Those using church facilities must observe the following rules and procedures.

Basic Rules:

- No smoking in the building; no alcoholic beverages or drugs on the property
- No pets in the building (except service dogs)
- Children and youth in the building must be supervised by at least two adults all times
- Provide your own refreshments; clean up completely
- Irrational or disruptive behavior will result in room cancelation
- If there is more than one activity using the same building or other Church common area, be a good neighbor and respect other users.

Pastor or Trustee approval is required for any of the following:

- The church building unlocked without a responsible church member present
- Food or beverage in the sanctuary (other than enclosed water bottle)
- Storage of material in the church building
- Use of any musical instrument or Sanctuary electronic equipment
- Use of any kitchen appliances

Following each use of the room:

- If you unlock a door with a key, you must relock it with a key
- Clean up all debris, bag all trash, and put in parking-lot dumpster
- Replace furniture and fixtures as you found them
- Remove all of your materials since it is a multi-use room
- Turn off lights and fans to conserve energy
- Turn off and unplug coffee makers
- Take all perishable food with you
- Return borrowed key to the Dove Office
- Report any breakage or equipment damage

Nursery:

- If you use the nursery or any of the toys, please make sure everything is put back and cleaned up when you're done. A complete listing of nursery rules is posted on the wall.
- The cry room is a designated space for toddlers, infants and parents. Any food items will be solely for their care during Church Services. This room is not an extension of the kitchen. No food or drink is allowed in this room for other purposes at other times.

5/15/15

Damages:

- If you discover a problem with the room, furniture, or equipment during your stay, please try to remedy the situation if possible, then notify the Dove Office via email or phone call. They will in turn contact the Trustees. Let us know the room number, the issue, and any remedies you have attempted.
- If there is a spill on the tile please wipe up immediately.
- If there is a spill on carpet please clean as best you can then notify the Dove Office via email or phone call. The Trustees will determine if further cleaning is needed.

Furniture:

- Room usage is scheduled to best match your needs with the available furniture and space. If you require additional furniture make a request to the Dove Office who will in turn contact the Trustees.
- If you bring in more chairs or tables, please return them to their original location and configuration once your meeting is over.
- If you're moving furniture within your room, please return it to the original configuration before you depart. The next user of that room will appreciate it.

Maintenance:

- If any room maintenance is needed, please contact the Dove Office who will in turn contact the Trustees.

Air Conditioners:

- The Trustees program the church thermostats each week based on the website's calendar to ensure cooling/heating is only operated when the room is scheduled. This activity saves energy and saves the church money, especially in the summer. If your room is too hot or cold, please let the Dove Office know. If you need to make minor adjustments, please adjust the temperature on the thermostat (do not press the HOLD button).
- Please turn off the lights and ceiling fans when you leave. If your schedule changes please notify the Dove office so that the Church online calendar can be updated.

Security:

- There shall be no cash stored on the premises. There are no exceptions.
- Keys to the room shall not be duplicated. If you need a second key please contact the Dove Office.
- If you are using a room in the main building and are the last to leave, please ensure the external door you exit locks behind you.

Damages to the rooms and buildings, or failure to abide by these rules, could result in cancelation of your room use.

Thank you for your compliance with our rules.
Board of Trustees