

Usage Guidelines for Strasburg Mennonite Church

Gym and Cafeteria/Kitchen

September 21, 2010

1. Rentals are not available when the schedule conflicts with Strasburg Mennonite Church meetings.
2. Sunday usage shall be limited to family gatherings or inspirational meetings.
3. If the majority of the group is under age 21, they shall be chaperoned.
4. No tobacco, alcohol, or drugs shall be used on the premises.
5. No food/drinks are to be in the gym.
6. Please use athletic or non-marking shoes when engaging in recreational activities.
7. The building will be vacated by 11:00 p.m.
8. Misuse of facility forfeits future scheduling.

Procedures:

1. Contact scheduler for permission to use the facility. **Prepay** is required to schedule.
2. Any set up of table/chairs is the renters responsibility, leaving it set up as it was found.
3. Before leaving:
 - Dry mop all floors used. Wet mop all floors where food was used. Mops and buckets are in the pantry and on the landing off the gym (stairway with the EXIT sign)
 - Empty all trash cans and put a new bag into the trash cans.
 - Put used trash bags inside the cafeteria door #5 or inside the gym entrance to the left of the inside steps.
 - Make sure restrooms are clean and the commodes flushed.
 - If the cafeteria and/or kitchen are used, make sure all appliances are turned off.
 - Turn off all lights.
 - Call scheduler approximately ½ hour before leaving when applicable.
 - Renters are liable for damages.
 - Long-range scheduling considered on a case-by-case basis.
 - Scheduler unlocks/locks until responsible relationship is established.
 - Special use of cafeteria/kitchen considered on a case-by-case basis. (Using just one or the other)