

York United Methodist Church

GUIDELINES FOR USE AND CLEANING OF FACILITIES

SCHEDULING AN EVENT

1. All internal and outside groups, including church groups, MUST schedule activities in advance through the church office.
2. York United Methodist Church groups and events will have precedence over other groups. Conflicts will be mediated by the church office staff.
3. Worship services shall at all times take priority over other activities within the building. Schedule conflicts may require cancellation and/or rescheduling of any other event.

APPLICATION FOR USE OF FACILITY BY ANY GROUP

1. All persons in charge of an activity MUST complete and sign the "Building Usage Form". This needs to be submitted to the church office for approval.
2. Groups using the church on a regular basis will be contacted in August to determine renewal needs.
3. You are required to leave the building as you found it. Damage to York United Methodist Church property or grounds will be charged to the person responsible for the group.
4. Guidelines for usage and cleaning of the facility are posted on the walls of the York Community Hall and Fellowship Hall and are also provided with the registration form.

RESTRICTIONS

1. Alcoholic beverages and all illegal substances are NOT permitted in the church or on the church grounds. Use of any of these items will result in the immediate cancellation of the event.
2. Smoking and other tobacco product usage are NOT permitted in/out of the church. If cigarette butts are seen on the premises, the renter will be responsible for the cleanup of the cigarette butts.
3. Decorations for all activities must be fire resistant. Please do not use tape, duct tape, push pins/thumb tacks on the walls. Persons decorating are responsible for the immediate removal of all decorations.
4. All food and beverages must be consumed in the room that is reserved. No food or beverage is allowed in the hallway.
5. Church video and sound equipment are not available for use by the renters.
6. Please be considerate at all times of others in the building by keeping all noise to a reasonable level. Children are to remain in the room that is being used for the event. Children are not to be in other areas of the church.

USE OF THE KITCHEN

Groups using the kitchen and/or kitchen equipment must:

1. Provide their own coffee, tea, sugar and cream
2. Wash all dishes, glassware, flatware, pots and pans, and return all items to their original storage areas.
3. Wipe countertops and servicing areas.
4. If washcloths and towels are used from the kitchen, the renter is responsible for laundering them and returning them to the church in a timely manner.
5. Place all trash and garbage in plastic bags and CARRY full, tied bags from the York Community Hall or Fellowship Hall and/or kitchen to the dumpster in the parking lot.
6. All table tops are to be washed off.
7. Sweep and mop floors. Cleaning supplies are located in the kitchen closet.
8. Report broken and/or malfunctioning equipment to the church office. Leave a note in the mailbox on the office door or call during office hours the next day.

GENERAL PROVISIONS FOR USE OF ROOMS AT YORK UMC

1. Decorations, tape and signs ARE NOT permitted on the walls or in the hallways.
2. Heat is to be set no higher than 68 degrees during the event and turned back down to 62 degrees when the event has concluded. The air conditioning is to be set at 74 degrees during the event and turned back up to 80 degrees when the event has concluded.
3. Make sure all lights are turned off throughout the building when the event has concluded.
4. All windows and doors are to be closed.
5. Wipe off tables and chairs. Return table and chairs to their original locations.
6. Sweep the floors. If there are spills, they need to be wiped up.
7. Make sure restrooms are tidied and toilets have been flushed.
8. Outside doors are to be locked.
9. Trash:
 - PLEASE SECURE THE TRASH BAGS WITH THE BLUE RUBBERBAND THAT IS ATTACHED TO THE HANDLE. THIS WILL KEEP THE BAG FROM FALLING INTO THE TRASH CAN.
 - WHEN THE TRASH BAG NEEDS TO BE REMOVED, PLEASE DO NOT REMOVE IT IN THE HALL OR IN THE KITCHEN. ROLL THE TRASH CAN TO THE SIDE DOOR AND REMOVE THE BAG BY THE DOOR. THIS PREVENTS ANY LEAKAGE FROM SPILLING ON THE FLOORS OR CARPETING.
 - PLACE NEW TRASH BAGS IN THE TRASH CONTAINERS.
10. There is NO alcohol or smoking allowed on the church property.
11. Tables and chairs are not to be placed in front of the exit doors, per the fire code.

*If there are any repairs that need to be done to furniture/equipment, please contact the church office by phone or in writing.

*If more paper supplies are needed, the supplies are located in the custodial closets.