

Guidelines for Use of CE Center

1. Renters must supply their own paper products
2. One person should be in charge of keys and electrical switches
3. Clean up all kitchen facilities, if kitchen is rented (stove, counters, and sinks) Make sure water is turned off. Floors must be swept and wet mopped if necessary (particularly if there are spills)
4. Anything broken, damaged or lost items shall be replaced at the expense of the renting group. DO NOT let anyone practice slam dunking or hang from the basketball rims. They will bend and then must be replaced by renters.
5. Check restrooms to make sure commodes are flushed and not running, and that all water and lights are turned off.
6. Make sure ALL lights are turned off throughout the building
7. All garbage must be put in bags and placed outside in the wire net container
8. Please keep gym floor swept and clear of debris (particularly of paper, wrappers, soda cans and bottles (Soda cans should be rinsed out and put in separate plastic bag for recycling)
9. Turn off any switches in the electrical panel that may have been turned on. Double checks lights and LOCK all doors. Place key in designated place and exit building by the side door toward parking lot.
10. Smoking is NOT permitted in any part of the building. Alcoholic beverages or illegal drugs are NOT permitted anywhere on church grounds. Possession of alcohol or illegal drugs will result in the guilty party or parties being unable to rent the facilities at a future date and the forfeiture of their deposit.
11. The activity or event is to end by 10 PM on the day it is schedule unless prior arrangements have been made.
12. No equipment is to be stored anywhere unless permission is obtained prior to event.
13. FAILURE to follow the above rules may result in our refusal to continue renting the facility to you or your organization and forfeiture of any security deposit.
14. In case of an EMERGENCY
 - a. Contact the pastor at 938-2977 or go to the parsonage directly next to the church or her cell phone 818-7140
 - b. If there is no answer contact Mr. Jeff Bertolette at 938-0273