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10/4/22

**Guidelines for Use of the Church Facilities**

**D R A F T**

To All Users of Church Facilities: Our facilities are used by many organizations. Therefore, the Trustees request that all users of the facilities, which include the Sanctuary, Fellowship Hall, Kitchen, Choir Room, Office and Classrooms must agree to and follow the guidelines:

1. **BUILDING USE**:
2. A Building Usage form / application is required for and must be approved prior to using the Sanctuary, Fellowship Hall, Kitchen, Choir Room, and Classrooms for any reason with the following exceptions:
	1. ***Pasadena UMC choirs, committees, activities, Scouts, N.A. and others with regularly scheduled meetings.***
	2. ***Pasadena Early Learning Center has full use of the Fellowship Hall and Kitchen during ALL School hours****.*
		1. A Building Use form is required and must be approved for any activity outside of normal School hours.
3. Smoking, gambling, and alcohol are not permitted on church premises.
4. Pets/animals (cats, dogs etc.) are not permitted inside the church building at any time. The only exception is a Service animal when required.
5. The facility and its furnishings and equipment must be left in as good condition as you found it. This means that all furnishings should be returned to their original place and the facility must be left clean. All equipment and tools must be returned to their proper place. Additionally, if there is damage to equipment, please inform the Trustees so that it can be repaired.
6. Use of our sound and musical equipment are not part of or included in the rental.
7. Children must be well supervised in all rooms of the facility.
8. Do not use equipment not needed to perform your activity.
9. All tables and chairs are to be properly cleaned and stored after use.
10. For security purposes, after everyone in your party has arrived, re-lock the exterior doors.
11. When your group is ready to leave, be sure the exterior doors are locked, turn off all lights and set the alarm when you leave.

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**A $100 Security Deposit may be required, which will be returned upon satisfactory inspection.** The Trustees will be monitoring the use of the Church facilities by all organizations. We want the facility to be used as fully as possible, but we cannot tolerate misuse or abuse. Therefore, if your group is found to be causing damage to the facility, you may be asked to pay the costs for repairs or cleaning caused by your organization’s actions. Repeated offences may lead to your group being asked to leave.

1. **Kitchen Use**:
2. If using Prepackaged / single serve food- There are no limits within the Fellowship hall or the Kitchen.
3. This applies to Scouts, PELC, Youth Group and other organization storing prepackaged food to distribute for their planned events
4. Serving.
5. Masks are not required for food preparation or serving.
6. If someone is required or recommended to wear a mask, i.e. (feeling ill, flu, cold, exposure to COVID) they may not participate in food preparation or serving. They will still be permitted to participate in the function, just not in food preparation and or serving.
7. All food preparation, other than previously stated under item 2,1) pre-packaged, needs a Building Use Form.
8. **SELLING FOOD**:

For any organization preparing food for sale, the following applies:

1. An Anne Arundel County Department of Health, (AACHH), permit is required always.
2. All food and timeline information are to be submitted to the Church Office Assistant. The Church Office Assistant will apply for the AACDH electronic permit.
3. A completed form must be submitted to the county no later than 30 days prior to the event in order for a County permit to be attained.
4. The organization requesting usage and the permit must have a responsible party that will agree and adhere to all church guidelines and building usage guidelines and CLEAN-UP requirements.
5. For Church Organizations, use disposable plates, cups/glasses and flatware when possible. Outside groups must supply their own plates, flatware and cups or use the dishwasher. (**Training is required to run the dishwasher**).
6. If handwashing dishes, pots/pans and flatware is done by hand, follow the posted instructions by the 3-part sink, for required sink setup.
7. Any leftover food must be removed from the kitchen, to stored in the refrigerator.
8. All trash must be put in the outside trash bins.
9. **HEALTH & SAFETY GUIDELINES:**
10. Everyone using the FellowshipHall **/** Kitchen is required to follow the health and safety guidelines posted in the kitchen.
11. These include: Head coverings- hats /hairnets, gloves, appropriate safety attire- shirts, no open toed shoes, etc.

1. **CLEANING**:
2. Everyone is expected to leave the area in the same or better condition than was found.
3. Every counter top, appliance and stove must be wiped down. Floors must be swept and mopped in the kitchen.
4. The Fellowship Hall must be swept and mopped, table and chairs put back per the floor plan layout posted in the Fellowship Hall.