



FIRST

United Methodist Church

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www.fumcgv.org

GUIDELINES FOR USE OF FACILITIES:

1. All persons must vacate the buildings prior to 10:00 p.m. and may not enter the buildings prior to 6:00 a.m. **Remember that the last group out is responsible for making sure the buildings are secure, doors are locked, lights are off and the alarm is set properly.**
2. Make sure all doors are locked during your meeting. (Post someone at the door until all members have arrived and then lock the doors).
3. Leave the room exactly as you found it. Make sure all tables, chairs etc. are back in their original formation.
4. Clean out all trash receptacles in the meeting room. (Large collection receptacles are located in the custodial closet on the first floor of Bell Hall and the first floor closet under the stairwell in Epworth Hall). The dumpster is located behind Fellowship Hall.
5. If you are the last group to leave the building, be sure all lights have been turned off in the bathrooms, hallways and any other rooms in the building.
6. Be sure all windows and doors are closed and locked.
7. Do not leave helium balloons in a room overnight. They will drift down over time and set the motion detectors off. If you lose a balloon up on the ceiling and cannot retrieve it, please call the number for the FUMC personnel printed above the security keypads so they can notify the security company to avoid a false alarm.
8. Food may only be permitted in certain areas. Please check with the church office before bringing any food items into the buildings. All food/drink items must be removed at the close of the meeting. No food/drink items should be left in the refrigerators.
9. No Smoking is allowed in the buildings or near the entrance to any building.
10. No Alcoholic Beverages are permitted (including beer and wine) in any of the buildings or anywhere on church property.
11. All persons should be in possession of their personal belongings at all times. Do not leave purses, backpacks, equipment etc. laying out in the open unattended.

Remember we are a downtown church. Security issues are vital, not only to the safety of your group, but also the safety of the church personnel and property. Make sure you follow all guidelines carefully.