

PERRY HIGHWAY LUTHERAN CHURCH
Guidelines for use of the Church Facilities

1. It is the responsibility of the leaders of groups using the church facilities to see to it that all lights are turned off, windows closed, and outside doors locked before they leave the facility. In addition, the leader of the group must check the restrooms to make sure that debris has not been left and that the toilets/urinals have been flushed before leaving. Custodian fees will be assessed each time it is necessary for our custodian to clean up after a group, unless the custodian fee has been paid initially.
2. It is the responsibility of each group to clean up after themselves, including disposing of trash in the proper waste receptacles and cleaning off the tables, chairs and counter tops and sinks. Should the wastebaskets become full (or should the bags contain food items) remove the bags from the can and dispose of the bags in the trash dumpster in the parking lot. There should be replacement bags in the bottom of each can with which to reline the can. Be sure to sweep and wet mop the floors of areas used.
3. Tables and chairs may be setup or rearranged if needed for your group's activities, however, it is your responsibility to see to it that they are put back exactly where you found them. Do not drag tables across the tile floor.
4. Groups using the building will find it easiest to enter using the south entrance of the church, near the bank.
5. Arrangements for use of the kitchen must be approved by the church office. A copy of "Rules For Use Of The Kitchen" is attached if the kitchen is included in the agreement.
6. Groups are responsible for costs to repair or replace church equipment or facilities damaged while under their use.
7. In order to meet the scheduling needs of the many groups using our facility, please be prompt in arriving and leaving the building.

YOUR COOPERATION IN THESE MATTERS IS GREATLY APPRECIATED.

In case of problems or emergency, please contact:

Church Office	724-935-1226
Pastor Ferguson	724-443-4884
Jeff McGill	724-742-9988
Bill Hefner	724-935-0535

Acknowledged by _____ Date _____

Accepted for _____