

General Policies for the Use of St. David's Church Facilities

These policies apply to all groups using St. David's facilities, both parish and non-parish use.

1. Groups and organizations of the church have full use of the building at no charge, subject to available space as determined by the rector. All events should be recorded on the two calendars, one in kitchen and one in rector's office.
2. All groups/individuals are responsible for returning the space to the condition in which it was found. Tables and chairs can be returned to the storage closet or left out as appropriate to the next function for the room. Check the scheduling calendar in the kitchen to see what the next use of the room will be.
3. All groups/individuals are responsible for cleaning after every use and removing trash as needed. See guidelines in the Parish Life instruction box for further information.
4. When leaving the building all inner doors should be left open including doors between Nave and the Gathering Place and doors to the rest rooms. All outside doors should be locked. See Parish Life instruction box for further information.
5. Tobacco use is not permitted in any building or on the grounds.
6. Please refer to Policy for the Use of Alcoholic Beverages in Parish Events for guidelines concerning the serving of alcohol.
7. Decorations in any space must be attached in a way which will not damage or mar the surface. Scotch tape, other "sticky" tapes, pins, tacks, nails, etc. may not be used on walls, doors, or windows. All decorations are subject to the approval of the rector, wardens and/or vestry. Easels and bulletin boards can be available for displays.
8. Office equipment is for parish use only; please refer to St. David's Office Equipment Policy.

Locations of safety equipment, circuit boxes, etc.:

Cleaning equipment: in janitor's closet (in men's rest room) and in cleaning supply closet (in coat room to left of entry)

Circuit boxes: in coatroom to right of entry and AV closet

Fire extinguishers: in coatroom by circuit box and in kitchen (by stove)

Tables and chairs: in storage closet next to women's rest room

AV equipment: in storage closet next men's rest room (opened with front door key)

First aid kits: on top of refrigerator and in janitor closet (in men's rest room)

Wheelchair: in coatroom to right of entry

Sacristy key: behind altar next to light switch

Thermostats: hall between kitchen and men's rest room and in Nave by organ

Toilet paper, Kleenex and dispenser paper towels: in janitor's closet (in men's rest room)