

SCOC Building Use Guidelines

GENERAL USE POLICIES

These policies are general in nature and apply to all church facilities and their usage. Other specific policies, explained later in the manual, apply to designated areas. General church facilities include Buildings A (sanctuary & education wing) and B (multi-purpose), the ridge/picnic shelter, and church owned vehicles.

1. All church-sponsored activities shall take precedence over any outside groups or individual activities. Funerals take precedence over other church sponsored activities.
2. The use of tobacco is not permitted in either building or on church-owned buses or vans. No alcoholic beverages or controlled substance are allowed on church property; anyone under the influence of such products will not be allowed on church property. Food and non-alcoholic beverages are permitted (see below).
3. Anything that could be considered a weapon is not allowed on the church property with the exception of items designated for security purposes.
4. Fighting, abusive behavior and foul language will not be tolerated. The individuals involved in such behavior will be instructed to leave the premises. The entire group may also be asked to leave if deemed necessary to prevent possible bodily injury or damage to church property; and if this becomes necessary, no refunds will be given.
5. Pets are not allowed in the church building or vehicles except those used as a teaching aid in a classroom or those trained to aid a disabled person.
6. Any church group or individual church member wishing to use the church facilities for church-related activities must schedule that activity through the church office by completion and submission of a **Facility Use Request Form**. Users must use only the rooms they have reserved.

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7. It is the responsibility of the individual or group to set up for their needs and to leave the room in the same condition in which it was found. This includes cleaning up, setting up, and arranging the furnishings as they were. The church will insure that all necessary equipment and furnishings are provided. When necessary and if time permits, the church staff will assist in setups and take-downs.
8. Any damages to church property (inside or out) resulting from the individual or group activities will be charged to the appropriate party. A damage deposit may be required depending upon the nature of your event. All or a portion of your damage deposit will be returned upon inspection of the premises indicating no damage has occurred.
9. All activities, no matter how large or small, must be scheduled to insure access to the necessary areas. The cost of cleaning or replacing furniture, carpet, tables or other items due to damage that occurs during an event will be charged to the ministry or group hosting the event.
10. Painting, installing/building cabinets, adding shelves, or furnishings of any kind to any room must be approved by the leadership of the church.
11. Sunday school space in the facility will be allocated on the basis of need for church growth. Assignments will be reviewed on an as-needed or requested basis by the Sunday School Ministry.
12. No one under the age of 18 is permitted to operate any kitchen equipment without adult supervision. Individuals or groups using the equipment assume the reasonable risk associated with the use of kitchen equipment.
13. Use of thumbtacks or sticking tape of any sort is prohibited on any painted, stained or partitioned surface. Bulletin boards should be used to convey information and to display teaching aids.
14. The church is not responsible for personal injury resulting from use of our facilities. Any safety hazards and/or repair needs must be reported to the church office promptly.

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15. Children are not allowed to play in any storage areas or mechanical rooms. Please keep all children supervised.

16. Use of any Sherman Church of Christ facilities will not be approved for any activity that promotes any behaviors or lifestyles that are inconsistent with the Word of God. The SCOC elders have the final say in all pertinent matters.

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KITCHENS

The kitchens are important parts of the church facilities and are used by many groups and individuals. Any group or individual using the kitchens are responsible to the Kitchen Coordinator whose name and phone number are posted in the kitchen. In addition to the general use policies stated above, the following guidelines also apply:

1. SCOC kitchens have some equipment that may be different from that found in a home kitchen, so anyone using the kitchens should ask for instructions on using any unfamiliar equipment. It is necessary to be extremely cautious with the use of the kitchen and equipment. Misusing the equipment can create a dangerous situation and cause expensive damage. No person under the age of 18 is permitted to operate any equipment without adult supervision. Individuals or groups using the equipment assume the reasonable risk associated with the use of any kitchen equipment.
2. All trash from kitchens and fellowship halls must be emptied after each activity. Dumpster is located on the far end of the parking lot on the West side of Building A.
3. Dirty towels should be left in the designated container in the kitchen.
4. Those using meeting rooms must vacuum the floors and clean tables after each use.
5. Kitchen floors should be swept and mopped after each use.
6. The kitchens hold potential danger for children. Children are not allowed to use any equipment or to play in the kitchens.

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Refrigerators and Freezers

1. Any food left over after any function should be taken home, given away or thrown away. It must not be left in the refrigerator or freezer.
2. Supplies left in the kitchen should be marked with the group's name; otherwise, they will be subject to use by other groups.
3. Those using church facilities must respect the property of others and never use marked supplies.
4. The person responsible for using the kitchen for an activity must ensure that all refrigerator and freezer doors are tightly closed.

Dishes, Utensils and Flatware

- All dishes, utensils and flatware must be washed and put away.
- Sugar bowls and creamers must be emptied.

Stoves/Ovens

- All spills must be cleaned up after each activity.
- The church office should be informed if the ovens need to be cleaned. Unauthorized persons must not attempt to clean the ovens.

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Storage of Foods and Supplies

All foods and supplies will be stored in a manner that keeps food safe for human consumption.

1. Refrigerator and freezer temperatures are checked weekly to assure refrigerator temperature is maintained between 34 and 40 degrees and freezer temperature is maintained at 0 degrees or below. [If not registering appropriate temperature, please notify facilities manager or church office.]
2. Items placed in the refrigerator must be in sealed containers or wrapped and labeled with the name of the product, person or class placing item in refrigerator and date item was placed.
3. All items stored in freezer must be wrapped in freezer paper or placed in freezer bags to avoid freezer burn with label stating the name of the product, date placed in freezer and name of person or class placing item in freezer.
4. Dry items stored in cabinets must be sealed or fastened tightly.
5. Food left in refrigerator or freezer that has longer storage time than that listed on the Recommended Storage Chart, posted on the refrigerator/freezer, **will be disposed of if storage time has expired.** It is the responsibility of the person who placed the food in the unit to discard it. If not discarded, the custodians/circle representatives will destroy the items.
6. Any purchased food/drink items, including all condiments, will be disposed of if left on the shelf or in the refrigerator past their expiration date.