

Guidelines For Use Of Conference Rooms

1. You will need to make arrangements through the church office ahead of time to secure a key, unless you already have one, in order to gain entry to the buildings and to lock up when finished.
2. You are responsible for the set-up of your event. This can be done the day of your event, or the day before if there are no conflicts. Maximum capacity for Conference room B is 30 and C is 65.
3. If you will be decorating for your event please do not use tape. You may use push-pins or tacks.
4. You are responsible for your own clean up, which is to be done as soon as your event is finished. Cleaning supplies are provided in the cleaning closet. The room must be put back in proper order and the floor swept or vacuumed.
5. Coffee making equipment is available as well as coffee, creamer and cups.
6. Absolutely no smoking, serving of alcohol, or gambling is allowed. This includes inside the building or anywhere on church property.
7. All garbage cans, including rest rooms, should be emptied and taken out to the dumpster. Trash bags are in the closet with cleaning supplies. There are two dumpsters: one is for garbage while the other is for recyclable items.
8. There is a carry-in/carry-out food policy – no food prep is to be done on premises. There is a refrigerator, microwave oven, and sink in the kitchenette. Please bring your own dishtowels to use if needed for cleaning of dishes.
9. All interior and exterior doors are to be locked. If you need to leave at any point during set up, during your event, or during clean up please be sure all the doors are locked. Be sure all lights are turned off.
10. Please report any accidents, injuries, or damages to the church staff as soon as possible.
11. Call the church office at 664-8658 if you have any questions or problems. You can also call Chuck Lucia at 527-1482.
12. A staff person will inspect and approve or disapprove the refund of your deposit upon completion of your event. Your refund check will be shredded unless otherwise noted. Please make separate checks out for deposit and building usage fee payable to The Church at Newtown Road, indicate *Deposit* or *Usage Fee* in memos.

- KEEP THIS PAGE