**Baker Memorial United Methodist Church**

**345 Main Street – East Aurora, NY 14052**

***Policy and Procedure for Use of Church Facilities***

*(As determined by the Board of Trustees)*

*Please note: Building procedures apply to ALL who use Baker Church facilities, including staff, church members, classes and outside groups.*

***Leaders, please make yourselves familiar with this policy.***

1. Conduct of the people using these facilities must respect the interests of the church and of other people in the building.
2. Smoking and use of alcoholic beverages is not permitted anywhere on the church premises.
3. If your meeting needs a TV/DVD player or projector/screen, please make your request in advance.
4. Sound system may not be used without permission and instructions. If you need to move equipment, this must be put back to original order following your function. This includes mics, stands, cords, etc. If you are in need of a sound operator, arrangements should be made well in advance.
5. If you need to move room furniture, you are responsible to return everything as you found it immediately following your event.
6. Your group will be responsible for cleaning up, including sweeping hard floor areas, vacuuming carpeted areas, cleaning table tops, washing and putting away dishes, and emptying trash. Please check restrooms and clean where necessary. Full trash bags should be taken to the dumpster in the parking lot.
7. At the conclusion of any activity, ALL lights in the area of use need to be turned off. If you are the last one out of the building, please make sure ALL lights are turned off, and ensure ALL doors and windows are closed and securely locked before leaving.
8. If you use the key to unlock the outside door by the church office, you must re-lock it with the key. The lock timer will only work if the lock piece is sticking out of the door frame. Door should click loudly when opened if the lock is in the correct position.
9. Your group will be responsible for fees incurred from cleaning, repairs or replacement of equipment due to damage that may result from your use. PLEASE inform Baker Church of any damage.
10. Please understand that some flexibility may be required in the use of church facilities in order to provide for regular church activities, building and grounds maintenance or use by other groups.