

Cross-Wind UMC Facility Usage Policy

We are happy to share the beautiful Cross-Wind facility with you. Please enjoy your function and let us know how we can make your experience here more enjoyable. The following guidelines are to be observed by **EVERYONE** using the church facilities so that it will always be clean, presentable, and available for scheduled use.

NO UNSCHEDULED USAGE WILL BE PERMITTED

NO FEES WILL BE CHARGED TO THE GROUP USING THE FACILITY UNLESS THEY CHOOSE TO PAY FOR JANITORIAL COSTS.

A request to reserve the church (or portions of it) must be made to the church office by completing an application (attached) for use of facilities. Be sure to specify the areas of the church that will be needed so appropriate spaces may be reserved and assigned to your group. Reservations may be placed up to 6 months ahead of time. Church functions will always have priority in booking the facility.

A \$100 JANITORIAL FEE MUST ACCOMPANY THIS FORM IF YOU PLAN TO HAVE CROSS-WIND STAFF CLEAN UP AFTER YOUR EVENT.

A \$10.00 PER TABLECLOTH FEE FOR A LARGE 6 FT. TABLE AND \$5.00 PER TABLECLOTH FEE FOR A SMALL WHITE SQUARE TABLE WILL BE CHARGED IF USED FOR THE EVENT. AFTER USAGE THE TABLECLOTHS SHOULD BE SHAKEN OUT TO REMOVE FOOD DEBRI. ANY STAINS MUST BE REPORTED TO STAFF AND THOSE SOILED ITEMS SHOULD BE SEPERATED SO THAT THE CLEANING CREW CAN IDENTIFY THEM FOR PRETREATMENT.

If you choose to clean up, you must follow the attached expectations carefully. Please be aware of the attached list of requirements for cleaning.

ONLY an approved Cross-Wind technician may operate the sound system and/or video computer systems for any overhead projections. This includes pre-event preparations (setting up microphones, etc.) The fee is \$70 minimum (2 hours) and \$35 per hour above the first 2 hours. The minimum includes at least one hour prior to the event for set up by the technician, etc.

FEES ARE DUE upon the submission of the application. Make checks payable to Cross-Wind UMC. Fees and application must be handed directly to the office staff. Please do NOT leave it in the office unattended. We cannot be responsible for lost checks or applications if they are not handed directly to the Administrative Assistant or office staff.

PLEASE BE AWARE NONE OF THE FOLLOWING WILL BE ALLOWED ON CROSS-WIND PROPERTY.

- NO SMOKING
- NO FIREWORKS
- NO TOBACCO PRODUCTS
- NO DECORATIVE ATTACHMENTS WHICH WILL DISFIGURE PROPERTY. (NAILS, TACKS, STRONG TAPE, ETC.)
- NO SALES OF ITEMS IS ALLOWED ON CHURCH PROPERTY WITHOUT PRIOR APPROVAL BY STAFF.
- NO ALCOHOLIC BEVERAGES OF ANY KIND
- NO BALLOONS OR PINATAS AFFIXED TO CEILINGS OR WALLS
- NO USE OF FIREARMS ON THE PROPERTY

INITIALS: _____

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JANITORIAL AGREEMENT:

If you choose to pay for cleaning after your event, it will only cover the following:

- Cleaning kitchen sinks
- Bathrooms
- Emptying trash receptacles
- Vacuuming floors of areas used during the event

However, the kitchen should be left in an orderly fashion. No items should be left on the counters. If something was used or moved during the event it should be returned to the original spot it had been taken from. Cleaning fees do not cover doing dishes for the event, taking down decorations, or the moving and or removal of any items related or used during the event. Cleaning fees cover returning the area to the state of cleanliness it was in prior to the event.

CLEANING AGREEMENT:

The following agreement applies to anyone who uses the Cross-Wind facility for any reason. Please read it carefully and initial to show you understand and agree to these expectations.

DINING ROOM

1. Vacuum all carpeted areas.
2. Wash and dry all tables.
3. Make known to staff any stains or spills on carpets or chairs.
4. Return all chairs/tables to proper location.

KITCHEN AGREEMENT

1. Make sure to put all items back exactly where you found them.
2. No leftovers may be left in the refrigerator or freezer.
3. Put all garbage in bags (provided) and deposit in dumpster.
4. Run disposals and rinse well with water.
5. Wash, dry (all items must be hand dried), and put away all dishes, utensils, pots, and pans in their proper storage place.
6. Alert staff to any broken items.
7. Wash and dry all counter tops and sinks
8. Disassemble top of stove, clean, and replace all grates.
9. Wipe major spills from floors.
10. If dishwasher is used, please follow directions carefully. If you do not understand, please ask for help!
11. Place all dishtowels and rags in a blue laundry bag and leave on the counter. All tablecloths should be shaken outside and left on the counter for laundering.

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OTHER AGREEMENTS

1. Only dripless candles may be used. plastic protectors must be used on the floors under any candles.
2. All rented equipment for any function must be removed immediately. Please do not make arrangements for rental equipment to be picked up at a later date.

LOCK UP PROCEDURES:

1. Check all bathrooms. Flush all stools. Shut out lights.
2. All building lights should be shut off.
 - Entry light switches are located near information desk, welcome desk, coffee bar, scout display, and vestibule between doors.
 - All lamps should be shut off.
3. Using allen wrench key, lock all exterior front and rear entrances. The main lobby inside door should be locked by the deadbolt switch.
4. Exit using the kitchen door. It will remain locked.
5. Leave any keys on the information desk in the envelope in which they were given to you.

ABOVE ALL, PLEASE MAKE SURE THE BUILDING IS SAFE AND SECURE WHEN YOU LEAVE.

Initials: _____

Should you have any issues, please contact _____ at _____.
This Cross-Wind member will be happy to assist you.