

**Guidelines For The Use of Church Facilities**

**Main Floor: Classroom**

- Ensure no one is wearing wet or dirty footwear
- There is a telephone located in the basement hallway for emergencies only
- Remove all materials used by event attendees
- Return all furniture to its original location
- Wipe tables, sweep floors, wipe up spills, rinse out mops in the furnace room sink only
- If the garbage bins are full replace the bag (new ones are at the bottom of the bins) and take the full bag to the outside bin, it is not locked
- Break down all boxes and place in the recycle bins provided
- Check the washroom to make sure the toilet has been flushed and there is no water left running
- Close all doors and windows and turn off all lights

**Sanctuary:**

- **NO FOOD OR DRINKS ARE TO BE TAKEN INTO THE SANCTUARY**
- Ensure no one is wearing wet or dirty footwear
- There is a telephone located in the basement hallway for emergencies only
- Check the washroom to make sure the toilet in the adjoining room has been flushed and there is no water left running
- Close all doors and windows and turn off all lights
- Remove all materials used by your attendees

**Third Floor: Fellowship Room / Flo Churchill Room / Classrooms / Kitchenette**

- All equipment, dishes, cutlery, coffee urns, etc. are the property of the church unless otherwise labelled. If you wish to use these items contact Karen Strong at 905 686 0385
- Kitchen sinks are for dishes and food related use only
- Ensure no one is wearing wet or dirty footwear
- There is a telephone in Boardroom 3 for emergencies only
- Remove all materials used by event attendees
- Return all furniture to its original location
- Wipe tables, sweep floors, wipe up spills, rinse out mops in the furnace room sink only
- Use the vacuum located in the closet at the top of the stairs to vacuum the carpet to ensure small items, crumbs, etc. are cleaned up.
- If the garbage bins are full replace the bag (new ones are at the bottom of the bins) and take the full bag to the outside bin, it is not locked
- Break down all boxes and place in the recycle bins provided
- Check the washroom to make sure the toilet has been flushed and there is no water left running
- Close all doors and windows and turn off all lights

**Basement Rooms**

- There is a telephone located in the basement hallway for emergencies only
- Remove all materials used by event attendees
- Return all furniture to its original position (It is helpful to use a cell phone to take a picture before you set up)
- If outlet covers were removed, it is vital they be replaced
- Sweep floors and wipe up spills, rinse out mops in the furnace room sink only
- If the garbage bins are full replace the bag (new ones are at the bottom of the bins) and take the full bag to the outside bin, it is not locked
- Break down all boxes and place in the recycle bins provided
- Check the washrooms to make sure toilets are flushed and there is no water left running
- Close all doors and windows and turn off all lights

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**January 2018**

**Kitchen**

- The Office Administrator - Catharine Ottaway, is to be notified when a group wishes to use the kitchen.
- The island table and the counters are to be used for the preparation of food only
- Place coats in the closets provided, items such as books and papers, purses, etc. should not be left on the counters
- Children should be discouraged from using the kitchen as a play area
- The stoves, refrigerators and sinks must be thoroughly cleaned after use
- Outside groups are to provide their own dishes, glassware, cutlery and cooking utensils unless arrangements have been made with Karen Strong 905 686 0385
- You must designate a person to check that all electrical appliances have been turned off
- Dish cloths, tea towels and towels used for the dishwasher racks must be taken home to be washed and returned promptly to the kitchen after every use
- Kitchen sinks are for dishes and food related use only
- Sweep floors and wipe up spills, rinse out mops in the furnace room sink only
- If the garbage bins are full replace the bag (new ones are at the bottom of the bins) and take the full bag to the outside bin, it is not locked
- Remove all materials used by event attendees
- Break down all boxes and place in the recycle bins provided
- Check the washrooms to make sure toilets are flushed and there is no water left running
- Close all doors and windows and turn off all lights

***N.B. The following sanitizing routine as set out by the Durham Region Health Department must be completed before the preparation of food.***

- There are supplies located in a caddy under the island across from the refrigerator on the window wall.
- Using spray bottles fill:
  - Bottle # 1 with warm soapy water
  - Bottle # 2 with plain water
  - Bottle # 3 with 1 cup of water and ¼ Teaspoon of bleach
    - Spray Bottle #1 onto all surfaces to be used and dry with paper towels
    - Rinse with plain water in Bottle #2 and dry with paper towels
    - Spray bleach mixture in Bottle #3 onto surface and let it sit for a least one minute
    - Rinse with plain water and dry with paper towels
    - Empty the bottles when you are finished

**Fire Emergency Procedures**

In the event of a fire, the following action should be taken:

- Activate the nearest fire alarm.
- Call 911.
- Proceed to the nearest exit and evacuate the building.
- Close all doors behind you.
- Do not use the elevator.
- Do not attempt to re-enter the building.