

*Note: Due to the coronavirus access to the church building – classrooms, kitchen and sanctuary is limited. Meetings can be scheduled outside with access to chairs and the restrooms.\**

### Arise Church building and grounds use

#### Education rooms and outside meetings

Time	# of people	Member*, single use	Member* repeated use	Non-member meetings	Church and church-sponsored community meetings*
Education rooms or outside, 1 to 4 hours	< 10	\$0, if they agree to sanitize	\$30 plus \$40 additional if they don't sanitize	\$60 plus \$40 sanitation fee	<i>No charge</i>
Education rooms or outside, 4 to 8 hours	< 10	\$0, if they agree to sanitize	\$45 plus \$40 additional if they don't sanitize	\$75 plus \$40 sanitation fee	<i>No charge</i>

- A member is an official member of the church and his or her children.

#### Sanctuary

The sanctuary is available for receptions, dinners, showers, reunions, anniversaries, parties, teas and other events. In addition to the room fee, there is a \$60 sanitation fee. This does not cover weddings.

Length of time	# of people*	Member	Non-Member	Church and church-sponsored community meetings
<b>Half-day (up to 4 hours) with use of</b>	< 68	\$75	\$175	No charge
<b>Full-day (4 to 8 hours) with use of</b>	< 68	\$150	\$350	No charge
<b>Set-up night prior to event</b>		\$25 additional	\$55 additional	No charge

\*Current coronavirus guidance limits maximum occupancy to 68.

\*Any exceptions *Arise Church building and grounds use* policy must be approved by the Trustee chairperson and church pastor.

### **Guidance for using church buildings and grounds:**

- Payment is due with the *Request for use of facilities* form. Payment will be refunded if your event is not approved.
- Groups are responsible for setting up tables and chairs.
- Place a greeter at the entrance to the building. Offer hand sanitizer to event participants. Offer a mask if a participant is not wearing one. Masks are required inside the building.
- Document the names and phone numbers of those attending your event. Retain this list for three weeks.
- If you need to reconfigure tables and chairs, carry – don't drag – them.
- Children and youth must remain with you in the assigned area and be supervised throughout your event. Children and youth must be seated when eating or drinking.
- Red and purple beverages cannot be served in carpeted areas.
- Do not use nails, tacks, screws, tapes other hangers on the walls or other church property.
- Do not adjust thermostats.
- No alcoholic beverages are permitted in the buildings or on church grounds.
- Smoking is not permitted on the buildings or on church grounds.
- The sound system is not to be used, except by designated church members.
- Fundraising is not permitted for nonmembers and outside groups.

### **Your responsibilities at the end of your event:**

- Return tables and chairs to the configuration posted in the room (if rearranged).
- Close windows, if you have opened them.
- Clean up after your event. Cleaning supplies are in the kitchen storage room.
- Sweep, vacuum or mop, if needed.
- Leave the bathrooms in good order.
- Empty waste baskets and take trash to the dumpster at the far side of the parking lot.
- Turn off lights (there are security lights in the hallway that stay on).
- If you've used the nursery:
  - clean up snack debris
  - empty and clean potty chair
  - remove all soiled diapers and trash
  - wash all items that have been used in the dishwasher.
- Vacate the building by 10 p.m.
- Report any problems with the facility to the church office.
- Coordinators of church and church-sponsored events must perform sanitation protocols.

### **Sanitation protocols**

Coordinators of church and church-sponsored events must perform these tasks to ensure the building is sanitized and prepared for the next event.

- Wear disposable gloves to clean and disinfect
- Clean visibly dirty surfaces with soap and water.
- Use the disinfectant provided in (where) on the following surfaces:
  - Bathroom faucets, sinks, toilet seats and toilet handles
  - Door handles and knobs, including the exterior doors and within the bathrooms
  - Chairs
  - Table tops
  - Counters
  - Light switches
  - Kitchen sink, faucets and counters (if you've used the kitchen)
  - Nursery counter, tables and chairs (if you've used the nursery)
  - Sanitize toys