

Facility Use Policies

Please print these guidelines to have with you during your event.

- Use only the rooms that have been agreed upon for your event
- Unless permission has been granted, no one is allowed in the children's classrooms or nursery.
- The Office and Children's Check-In Desk are off-limits for any use.
- Children must be supervised at ALL times and are not allowed in any part of the building that you have not reserved and in which there is no adult.
- Do not tape or adhere anything to walls or windows. You may staple sparingly if needed.
- Do not leave any décor, flowers, etc., in the building after your event.
- Use only blue tape if you need to place tape on the floor. Remove tape when finished.
- Collect all garbage into bags and *take them out to the dumpster*. Place clean liners in the trash cans (found in the janitor's closet).
- Wipe off tables with a wet cloth before putting away. If stains occur, please notify the office.
- Return all tables, chairs, and other equipment to their proper places after your event. Return all rooms used to their normal set up according to the photo in each room.
- If using the kitchen, wash and dry all dishes used and *return them* to the correct cupboard. Wipe counters and leave kitchen clean and ready for the next use.
- Do not leave any food or drink in the refrigerator or kitchen.
- No food, drink, or tableware belonging to CCC is to be consumed unless

agreed upon ahead of time

- No consumable classroom materials are to be used unless agreed upon ahead of time.
- Sign out tablecloths using the sign-out sheet in the inboxes. Return them by the following Sunday. Pretreat stains and ensure that they are clean before drying them.
- Sweep floors and mop as needed.
- Report any damage promptly to the office.
- When finished, please check that all doors are locked, and lights are off.
- Return heat and air to their original settings.
- See the Checklist on the pantry door in the kitchen for closing the building.

Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen & janitor's closet. Used towels and washcloths (not tablecloths) can be left in the kitchen.