



Building Use Rules and Regulations

An Application for Use of Facility form must be filled out and submitted to the church office for approval by the Board of Trustees.

There must be a person who will be designated as the person in charge. This person must be a responsible adult who will follow the building use rules noted below:

- 1) will be responsible for behaviors of people of all ages attending the event
- 2) will be sure all lights are off and windows closed after meeting
- 3) will be sure that all doors are locked and the building alarmed
(you will receive written instructions on how to secure and alarm the building when your FOB/key is issued)

If a room set-up is needed, please turn in a drawing of set-up to the office **one week before** the function.

FOBS/keys **must** be returned to the Church office within **24 hours after** the scheduled event ends.

Smoking is not allowed in any of our buildings. Nothing is to be secured to the walls, pipes or windows, without prior approval. A wash mop, broom, dustpan and pail are located in the kitchen of the John Robinson Center and in Allerton Hall at the Church. All spill accidents are expected to be cleaned up. All spaces will be left clean at the end of the period of use, or daily, if the period of use is more than one day, unless other arrangements have been made and/or the Sexton's fees have been paid for the cleaning services.

Toilet paper, soap, and paper towels will be provided. Trash cans will have trash can liners in them.

The sexton will inspect the facility/ies after the event. In the event of damage to the facility/ies, cost to repair the damage will be borne by the organization or individual who signed the application for use of facility.

Should an injury arise, a *COTP Incident Report* must be completed and submitted to the office immediately. There are various locations throughout the John Robinson Center and in Allerton Hall of the Church building where Incident Reports can be found.

The Church of the Pilgrimage reserves the right to revise this information as needed.