

**ROOM USE GUIDELINES (Ministry Events)**  
**Quail Springs Church of Christ**

**PLEASE READ BEFORE YOUR EVENT**

The Quail Springs Church of Christ building hours are:

- Monday, Tuesday, Wednesday, and Thursday from 8:00 AM-5:00 PM
- Monday, Tuesday, Wednesday, and Thursday from 5:30-9:00 PM
- Saturday from 9:30-11:30 AM
- Sunday from 7:00 AM-4:00 PM

*Please call the church office at 755-4790 to make arrangements for facilities.*

Rooms may be reserved through the office for both ministry and non-ministry activities. *Please check with the church office for room rental fees for non-ministry events and weddings.* The Quail Springs Church Administrator reserves the right to cancel or reschedule activities if there is a priority need of the church.

Those using the building are expected to contain their activities to the portions reserved (which includes the use of the nearest restroom facilities), and to have **adult supervision of children.**

**Your responsibilities for clean-up after your event are:**

- **Remove all decorations, tape from signs, etc.**
- **Wash, dry and put away dishes, wipe all tables, kitchen counters, stove or other surfaces used.**
- **Vacuum/sweep/mop any spills and crumbs. (Ask Security staff person where equipment is located.)**
- **Clean candle wax from holders and decorations.**
- **Wash towels and tablecloths used and return them within 3 days.**
- **Dispose of trash and leftover food, bag it and drop it in our dumpster at the edge of the parking lot.**
- **Children's classrooms or nurseries used should be straightened, trash collected, and reset the way it was at your arrival.**
- **Check out with Security staff before leaving.**

If you provide a drawing or description of your needs a week in advance, tables and chairs (8' rectangular tables, 6' round tables and stacking chairs) will be set up for you ahead of time. Set up will be done according to your request form. Activities not related to church ministries should provide your own paper plates, cups, napkins, etc., as well as your own food and drink. Serving items such as table cloths, dishes, punch bowls, candle holders, etc. are available for events at the building. Items of church property are for use for functions at the building and will not be loaned. Furnishings and decorations in rooms, other than service tables and chairs, should not be moved around the building to save wear and tear on furnishings.

No smoking or alcoholic beverages are allowed in the building. No profit-making organization or individual may hold a sale in our building without express permission from the Administrator.

A Security staff person is on duty when the building is open after office hours for help with facility needs. They can be paged to your location from a phone in the office or kitchen. (Instructions for paging them to your area of the building are posted on or near the phones.) Please respect the enforcement of policies and/or decisions by the Security staff. Please remember that our Security staff is here to provide for your safety and facility needs, but they are not custodians. Additional questions or problems should be referred to the church administrator.

***Special note on Sunday luncheons:*** Since the Family Room is used for class on Sunday mornings, set up for Sunday luncheons cannot begin until 10:30 AM after the room is empty and halls have cleared. Please do not place items in the halls, but allow Security to move unneeded items from the room and set up according to the instructions on your form.

***Note to our members:*** Since church staff members may be occupied with concerns in their own ministry areas or may be off duty and attending events simply as a member or worshipper just as you are, please do not ask them about ***facility needs***. The Security Staff is on duty for facility needs during evening and weekend hours as well as class and service times. They have keys to give you access to any areas of need as well as help with temperature problems.