## General

**Please use this checklist to leave the church the way you found it**:

1. If you move the piano, please return it to the place it was when you arrived. Please close the piano keyboard cover and piano (if you opened it).  The light should be on top and plugged in.
2. If the organ is used, please return all settings on the organ to where they were, and be sure the organ is locked.

3. The chairs next to the organ should be arranged as follows:

a. Five chairs labeled on the back “Choir 1st Row” in the front row

b. Five chairs in the second row

c. Six chairs in the third row

d. The rest of the chairs in the back row

4. Be sure the window shades are left up on all windows.

5. Pick up any papers, cups, etc., and put them in the proper receptacles.

Check the restrooms for trash and running water/toilets.

6. Be sure all lights in the sanctuary, narthex, fellowship hall, and hallway are turned off.

7. Be sure the front doors are locked.

*Thank you for respecting our church.*

General

1. This is God’s house; please respect it.
2. Please be aware that events, even recurring ones, may be rescheduled at the discretion
3. of the Pastor in order to accommodate Christian worship on days such as Ash
4. Wednesday, Good Friday, etc., as well as large church events.
5. Hazards
6. No smoking nor illegal drugs permitted.
7. Alcoholic beverages may be permitted for certain functions with the approval of the
8. Church Council.
9. No firearms or other weapons may be brought onto the church property or into the
10. church facilities with the exception of law enforcement offices in the execution of their
11. duties.
12. No open flames permitted on the property without permission.
13. No pets allowed. Service animals are permitted.
14. Equipment
15. The musical instruments in the Sanctuary and other locations in the building are under
16. the care and supervision of the organist and may not be used without permission.
17. The sound system in the Sanctuary has been professionally designed and installed. No
18. additions or changes to the sound system shall be made.
19. Use of the kitchen and its equipment must be made with prior arrangement with the
20. Pastor.
21. Unless specifically requested in the facilities use agreement and approved, SMLC
22. equipment (such as telephones, copy machines, computers, AV equipment, etc.) will not
23. be used. This does not preclude the emergency use of telephones for local calls.
24. Church equipment is not to be loaned outside the church facility and grounds (except
25. for equipment used for church-sponsored activities) unless approved by the church
26. council.
27. Facility
28. Using the Exit Checklist, document any damage, messiness or abnormalities observed
29. prior to, or during use of, the facility.
30. Note arrangement of furniture/chairs upon arrival and return as found before
31. departing.
32. Conserve energy. Turn on only those lights required. Do not adjust thermostats.
33. Food is prohibited in the sanctuary.
34. No tape, adhesives, staples, or tacks are to be used on any wall surface.
35. Ensure that all doors used are securely closed and locked upon exiting.
36. Ensure that all areas occupied are left in a neat and orderly condition.
37. Donations
38. Donations are not required but are gratefully accepted and appreciated to help cover custodial
39. and maintenance expenses. Suggested for small groups meeting weekly $50-100 per year; for
40. large groups events $50-75 per event. Donations are tax-deductible.

Suggested changes presented to Council on May 9, 2024

Updates and changes to this document approved by Church Council on 8 September 2022.