

Dove of the Desert United Methodist Church
Board of Trustees
Facilities Use Rules

It is our intent that the church facilities be used primarily for activities consistent with our mission statement: “increasing love for God and neighbor.” The entire facility and particularly the sanctuary should be treated with respect and not abused.

The following rules and procedures must be observed by those using church facilities.

Basic Rules:

- No smoking in the building; no alcoholic beverages or drugs on the property
- No pets in the building
- Children and youth in the building must be adequately supervised at all times
- No abuse of telephone or air conditioning privileges
- Post notices only on bulletin boards and easels
- Provide your own refreshments; clean up completely
- Irrational or disruptive behavior will not be tolerated

Pastor or Trustee approval is required for any of the following:

- The church building unlocked without a responsible church member present
- Food or beverage in the sanctuary (other than enclosed water bottle)
- Storage of material in the church building
- Use of any musical instrument or electronic equipment
- Use of kitchen appliances, large or small

Following each use:

- If you unlock a door with a key, you must relock it with a key
- Clean up all debris, bag all trash and put in parking-lot dumpster
- Replace furniture and fixtures as you found them
- Remove all materials, leaving nothing “stored” without prior Trustees approval no change
- Lights and fans off, all exterior doors locked - you will be penalized if left unlocked no change
- Return borrowed key as agreed
- Report any breakage or equipment damage - you are liable

During Each use:

If there is more than one activity using the same building or other Church common area, be a good neighbor and respect other users.

Janitorial:

Dove does not have full-time janitorial services – this is especially an issue when it comes to garbage. Volunteers perform tasks to maintain the facilities to include garbage disposal, on Tuesday mornings. This means we need each group to clean up after themselves. **MOST IMPORTANTLY. If you bring food for your group, you need to properly store or remove all food when you leave in accordance with the Kitchen Rules. (This includes Pizza boxes, plates, and wrappers with food remnants.)** We want to avoid a problem we had in the past, **ants and roaches**. Trash bags removed from inside or outside the building are to be discarded in the dumpster (SE parking lot, by the Country Club). Spare Garbage bags can be found in the trashcans (under existing bag) or in the custodial closets. (The key to unlock your room will also unlock the custodial closets).

Nursery:

If you use the nursery or any of the toys, please make sure everything is put back and cleaned up when you're done. **A complete listing of nursery rules is posted on the wall – please refer to them.** The cry room is a designated space for toddlers, infants and parents. Any food items will be solely for their care during Church Services. This room is not an extension of the kitchen. No food or drink is allowed in this room for other purposes at other times.

Damages:

If you discover a problem with the room or furniture/equipment during your meeting, please try and remedy the situation if able, then notify the trustees via work order sheets in the trustees' folder in narthex drop files (in alcove wall opening). Please tell us what is wrong and any remedies you have attempted. If the room is carpeted, please apply OXY CLEAN stain remover to spills immediately and notify the trustees via work order/note. The trustees will determine if further cleaning is needed. (Bottles of OXY CLEAN can be found in the custodial closet in the main building(A), under the sink in one of the bathroom's in building B and under the sink in the big room for buildings C and D.)

Furniture:

Room usage is scheduled to best match your needs with the available furniture and space. If you require additional furniture make a prompt request to Scheduler Anne Bergeron (623) 572-7334. If not practical, on a one-time basis, if you need to bring in more chairs or chairs, please return them to their original location and configuration. If you're moving furniture within your room, please return it to the original configuration before you depart. The other groups will appreciate this, especially the teachers on Sunday who are pressed for time!

Maintenance:

If you note any needed maintenance in your room, please notify the trustees (see damages Paragraph). The Trustees are developing plans to schedule/fund these activities (i.e. painting, wall repair) and appreciate your input. If you are aware of an emergency maintenance issue that cannot wait until the next day (i.e. flooding, broken window or door lock) please contact Dove of the Desert Handyman, Nenos Easa 602-460-6817.

Energy:

The volunteers on Tuesday program the church thermostats each week to ensure cooling/heating is only operated when the room is scheduled. This activity saves the church a lot of money, especially in the summer. If your room is too hot or cold, please let us know. Additionally, please turn off the lights and ceiling fans when you leave. If you are scheduled to use a room on a regular basis and are skipping use for one or more dates, notify the Dove office on Friday of the week prior to the date of non-use so utilities can be removed from the on schedule.

Security:

There shall be no cash stored on the premises. If you have an external door to your room, please ensure your door is locked and closed when you leave. If you are using a room in the main building and are the last to leave, please ensure the external door you exit locks behind you.

Thank you for your compliance with the rules.

Board of Trustees

