

RESPONSIBILITIES OF HOLY SPIRIT FAMILY LIFE CENTER USERS

1. Do not tape or pin anything on the walls. There are designated stands for signs, if needed.
2. No glitter for table decoration.
3. If you need audio/visual equipment, let the church office must know in advance.
4. The building should be at a comfortable temperature when you arrive but if you desire to cool the room(s) you are using further, individual thermostats are located in each room. Please adjust the thermostat ONLY for the room you are using and **return it to 82 degrees when leaving**.
5. Children must be supervised at all times. No children under the age of 16 allowed in the kitchen except when helping to serve meals. No throwing, kicking or hitting of objects. Rooms that were not rented out are not to be accessed.
6. Only access the rooms that you applied AND were approved for.
7. **Please clean** all areas used for the event.
8. Rearrange tables and chairs to their default arrangement.
9. Before leaving please check, **all trash must be taken to the dumpster** (located outside at the back corner of the school)
10. **Please lock the outside doors when leaving and set the alarm if you are the last ones out at night.** Give main doors a pull after closing to make sure they completely latched.
11. **Return key** to the office on the first business day after your event or drop it in the office mailbox (It has a lock on it).

Thank You For Helping To Care For Our Family Life Center!!