

## **Cane Creek Baptist Church Activity Center Policies and Usage**

Cane Creek Baptist Church makes its Activity Center available for use to members of the church and their families. In addition, the building may also be used by individuals and groups approved and recommended by the church.

The 1-time usage fee for using the Activities Center is \$125.00. Additional charges may apply if there is damage or clean up is not completed. By signing the agreement below, the person(s) using the Activities Center agrees to these fees.

### **Reservations**

1. Those wishing to use the Activity Center should contact the church office to reserve a Date on the church's calendar.
2. Reservations should be made at least thirty days in advance if possible.
3. Activities sponsored by Cane Creek Baptist Church have first priority in scheduling use of the building.
4. Non-church activities should not be scheduled to conflict with ongoing activities and meetings of the church unless approved by the church's Buildings and Grounds Committee.
5. Keys for the building, and check-in and check-out procedures will be coordinated through a representative of the Buildings and Grounds Committee.

### **Policies Regarding Use of the Building and Grounds**

1. No alcoholic beverages, narcotics, firearms or fireworks are allowed in the building or on the grounds of the facility.
2. Those using the building and/or property are responsible for any losses or damages incurred to the building or property.
3. Cane Creek Baptist Church is not responsible for any losses, injuries, or damages incurred by individuals or groups using the building or property for a non-church sponsored activity.
4. Those using the building are responsible for supplying their own disposable paper and plastic products: cups, napkins, plates, tablecloths, eating utensils, etc.
5. Those using the building are welcome to use the Activity Center's kitchen and its equipment \*including pots, pans, etc. (non-disposable only).
6. Those using the facility shall leave the building, equipment and grounds clean and in proper order. (See clean-up procedure list attached).
7. All trash must be removed from the premises. Those renting the facility are not allowed to simply place trash in the green containers.
8. The basement is "Off Limits" to all. Only with special permission can anyone go into the basement.

I have read and understand the information above, and agree to abide by these policies in using the Cane Creek Baptist Church Activity Center and grounds.

Signed: \_\_\_\_\_

### **Activity Center Building and Grounds Cleaning Procedure**

All cleaning materials must be provided by the user of the building unless other arrangements have been made.

1. All kitchen equipment, utensils, pots, pans, etc. should be washed, dried and returned to their proper storage locations.
2. All trash should be hauled off the premises and only if special arrangements have been made can trash be put into the green trash container outside the kitchen door.
3. Trash cans should be washed out with detergent, dried, and new trash bags put in the cans.
4. All counters, tables, and sinks should be cleaned with soap and water and a bleach solution (one part bleach to ten parts water).
5. All restroom sinks and toilets should be cleaned properly.
6. All floors should be swept and mopped.
7. All furniture should be returned to its original location.
8. Turn off cooking ranges and pull the fuse from the panel labeled "water heater" to turn off the hot water heater ( located beside the stove.)
9. Set thermostat on 60 degrees when leaving the building.
10. Turn off all water faucets and lights.
11. Close all windows and lock doors before leaving.
12. Trash in the parking lot and on the grounds surrounding the building should be picked up. All trash must be removed from the premises by the renters.

CANE CREEK BAPTIST CHURCH ACTIVITIES CENTER  
CLEANING CHECK LIST

Please mark off items once they have been completed. All items on this list must be completed each week or after each usage unless otherwise noted. Please help us keep the Activities Center clean and usable!

- \_\_\_\_\_ All kitchen equipment, utensils, pots and pans, dishes, etc. should be washed, dried, and returned to their proper storage location.
- \_\_\_\_\_ All trash should be put into bags, the bags need to be tied, and they must be put outside the kitchen door in the large trash container. If the trash container is full, do not put the trash on the ramp! Leave it tied up at the back door. New trash liners should be put in the inside trash cans.
- \_\_\_\_\_ All counters, tables, and sinks should be wiped down with an all purpose cleaner, disinfectant cleaner, or cleaning solution of 1 part bleach to 10 parts water.
- \_\_\_\_\_ All leftover perishable food should be given or thrown away. To eliminate leftover food from perishing in the refrigerator, only staples and non-perishable foods can be stored in the refrigerator, such as salad dressing, shortening, parmesan cheese, soft drinks, etc.
- \_\_\_\_\_ Large quantities of leftover food can be temporarily stored in the freezer, if it is properly sealed in freezer bags or containers and labeled with the date and contents.
- \_\_\_\_\_ The coffee pot should be emptied, cleaned, and rinsed out. The iced tea and lemonade containers should be emptied, rinsed out, and stored with the lids off to dry. The beverage cart should be wiped clean and moved back to the kitchen area.
- \_\_\_\_\_ All toilets need to be flushed and cleaned.
- \_\_\_\_\_ All floors should be swept. Drink areas in the kitchen must be mopped.
- \_\_\_\_\_ All chairs and tables must be put back in original positions.
- \_\_\_\_\_ Double check gas stoves and electrical appliances to be sure they are off.
- \_\_\_\_\_ Check the Furnace/Air Conditioning. In winter months, the thermostat should be set at 60 degrees when leaving. In the summer, the thermostat for air conditioning should be turned to off.
- \_\_\_\_\_ All trash on grounds should be picked up and put in trash container outside.
- \_\_\_\_\_ One member of the clean-up crew should collect the wet dish towels and wash clothes and launder them at home, returning them before the next supper.
- \_\_\_\_\_ Any cleaning supplies that run low or are needed should be noted on the supply reorder forms on the clip board, dated, and signed.
- \_\_\_\_\_ All the doors and windows should be locked when the last person leave.