
St. Paul's Evangelical Lutheran Church

837 Charles Street • Torrington, Connecticut 06790 • Telephone (860) 482-3555 • secretary@stpaulstorrington.com

RULES, REGULATIONS and GUIDELINES USE OF CHURCH FACILITY

The following rules and regulations are issued to ensure the proper use of the church and for the safety of all personnel. These requirements apply to the complete facility including both the building and surrounding grounds.
ALL REQUIREMENTS MUST BE ADHERED TO.

Individuals involved in the approved activity will be allowed access only to the authorized area in the facility. The area is noted on the approved "Request Form For Use Of The Facility" form Section 1, line "Area of Church to be Used".

No alcohol is allowed in the church or on the church grounds. The only exception to this rule is the use of sacramental wine during worship.

One individual, as noted on the APPROVED copy of the "Request Form For Use Of The Facility", will be considered responsible for the overall program. He/she MUST maintain control of the activity and will be held accountable for any issues or property damage that may occur.

No unsupervised children are allowed in the church or on the church grounds.

All material used during the activity must be removed from the premises, or returned to its assigned storage area within the church. The use of tape or pins is NOT PERMITTED on walls or ceiling surfaces.

All furniture or equipment moved from one area to another must be returned to its original location. Approximately 10 sets of tables and chairs may be arranged in an orderly fashion in the fellowship hall for the next activity.

All litter, or rubbish, must be picked up including items on the floors, tables, and counters. Floors should be swept clean.

Adjustment of the thermostat is restricted to changes in the temperature setting only. No changes to the programmed cycle time, or clock setting, are permitted. Please close all windows if heating or cooling is required. The thermostat will automatically return to its programmed cycle at a later time.

All lighting, both internal and external, must be turned off when departing. This includes rooms, hallways, bathrooms, and outside lighting.

Any bathroom used must be checked for cleanliness. Please check for water spills and/or little on the sink counters and on the floor. Ensure that the water faucets are off and the commodes are flushed.

Close all internal doors, especially fire doors, and lock if required.

Check that ALL external doors are secured and locked.

The "GENERAL OPERATING REQUIREMENTS" for the kitchen area applies if applicable.

Use of the outside surrounding grounds has additional requirements. Furniture or equipment removed from the church building must be returned to its proper location. The grounds must be cleaned of any litter or rubbish, and any material brought onto church property must be removed.

NO DAMAGE OR DESTRUCTION OF CHURCH PROPERTY WILL BE TOLERATED. This includes the lawn, trees, paved surfaces, and the buildings. Playscape gate must be closed when the area is not occupied.

Suggested Donation: To offset heating, cooling, electricity and other cost factors of using the church, please consider making one of the following donations:

Fellowship Hall	\$100.00	Classroom	\$25.00
Kitchen	\$ 50.00	Church Parlor	\$50.00

We expect the church facility to be left in the same condition as before being used. Thank you.

File – Use of Facilities Rules and Regulations.doc Revision 01/20/10

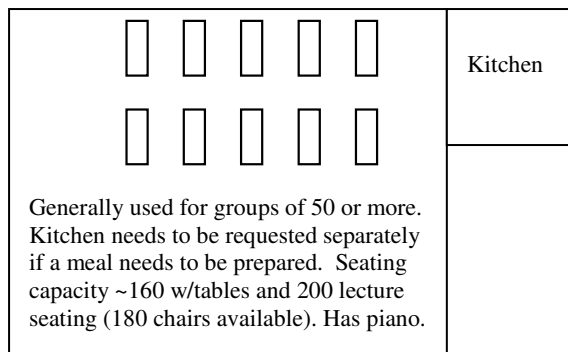


Evangelical Lutheran Church in America

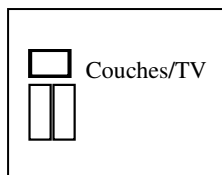
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Fellowship Hall

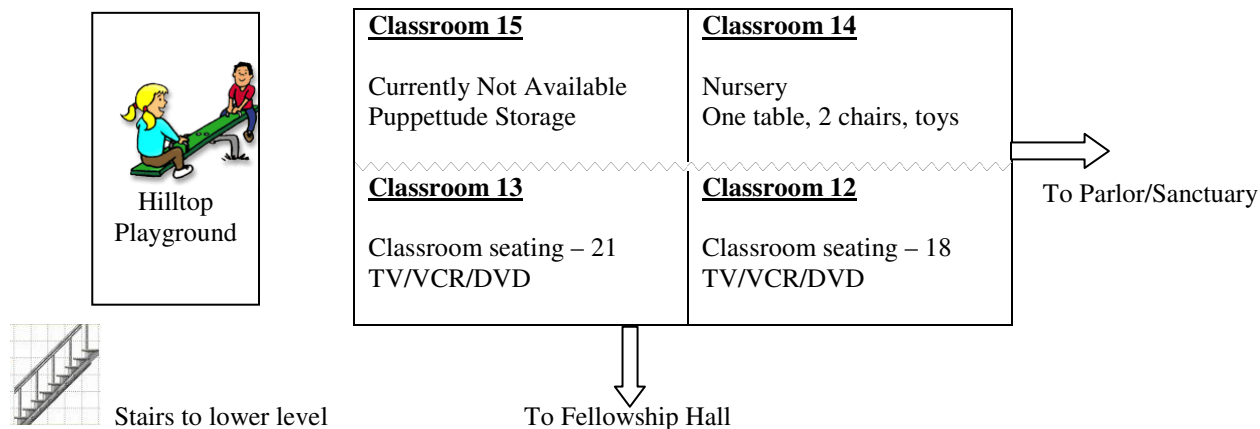


Parlor



Classrooms

Upper Level (near Fellowship Hall) - Partitions can open between classrooms 12/14



Lower Level (near Hilltop Classrooms) - Partitions can open between classrooms 9/11 and 8/10

