

General Policies for the Use of St. David's Church Facilities

These policies apply to all groups using St. David's facilities, both parish and non-parish use.

1. Groups and organizations of the church have full use of the building at no charge, subject to available space as determined by the Priest or Senior Warden.
2. All events should be recorded at the church calendar at www.stdavidsbb.org. The Priest or Senior Warden will automatically be notified when a new event is posted.
3. All groups/individuals are responsible for returning the space to the condition in which it was found. Tables and chairs can be returned to the storage closet or left out as appropriate to the next function for the room. Check the church calendar at www.stdavidsbb.org to determine the next use of the room.
4. All groups/individuals are responsible for cleaning after every use and removing trash as needed. See guidelines in the Parish Life Instruction File box on the kitchen counter.
5. When leaving the building, the doors between Nave and the Gathering Place and doors to the rest rooms should be left open. All outside doors should be locked. See guidelines in the Parish Life Instruction File box on the kitchen counter.
6. Tobacco use is not permitted in any building or on the grounds.
7. Please refer to *Policy for the Use of Alcoholic Beverages in Parish Events* for guidelines concerning the serving of alcohol.
8. Decorations in any space must be attached in a way which will not damage or mar the surface. Scotch tape, other "sticky" tapes, pins, tacks, nails, etc. may not be used on walls, doors, or windows. All decorations are subject to the approval of the Priest, wardens and/or vestry. Easels and bulletin boards can be made available for displays.
9. Office equipment is for parish use only; please refer to *St. David's Office Equipment Policy*.

Locations of safety equipment, circuit boxes, etc. - Main Church Building:

- Cleaning equipment: in cleaning supply closet (in coat room to left of entry) and in janitor's closet (in men's rest room).
- AV equipment: in AV closet next to men's rest room).
- Circuit boxes: in coatroom to right of entry and AV closet.
- Fire extinguishers: in coatroom by circuit box, behind the divider in the Nave, and in kitchen (by stove).
- Tables and chairs: in storage closet next to women's rest room.
- First aid kit: in kitchen, on wall next to stove
- Phone: in kitchen, on counter next to stove
- Wheelchair: in coatroom to right of entry.
- Thermostats: hall between kitchen and men's rest room and in Nave by organ.
- Toilet paper, Kleenex and dispenser paper towels: in janitor's closet (in men's rest room).

Locations of safety equipment, circuit boxes, etc. - Ackerman Hall:

- Circuit Box: in storeroom
- Cleaning Equipment: in storeroom
- Fire extinguishers: By sink in main room
- First aid kit: By sink in main room
- Phone: In Secretaries Office, on file cabinet by HP printer