

GUIDELINES FOR USE OF CHURCH FACILITIES

GENERAL

1. Use only the facilities requested on the application.
2. Make sure all lights and utilities have been turned off (see instructions, below), all windows and doors locked, and facilities are left as they were found prior to the activity.
3. The organization is responsible for the care and proper use of all equipment, furniture and facilities.
4. The organization is responsible for ALL set-up and take-down of tables, chairs, and other equipment or furniture used.
5. Standard items, such as toilet paper and paper towels in the rest rooms and dish soap etc. in the kitchens, are provided. The organization is responsible for bringing in any other paper goods, beverages, snacks etc. needed.
6. In certain instances, a Certificate of Insurance (COI) might be required of your organization. If this happens, *First Presbyterian Church, Haddon Heights and Presbytery FOR Southern NJ* must be named as additional insureds on the certificate.
7. All trash & recycling should be placed in the outdoor trash/recycling cans, located left of the church school building.
8. There is no smoking permitted anywhere in the church facilities.
9. Alcohol is not permitted anywhere in the church facilities.
10. Please notify church office immediately if any of the following occur:
 - Furniture, equipment or facilities are damaged
 - Problems with rest rooms (clogged toilet, for example)
 - A participant is injured
 - Any other unexpected events or problems

SOCIAL HALL, KITCHEN, PARLOR, KITCHENETTE

1. Leave the area set up as you found it.
2. Unless you have been given specific permission to do so, please do not allow any participants to access the area behind the stage in the Social Hall.
3. Any group unfamiliar with the kitchen equipment should contact the church office.
4. Condiments, coffee, tea (and their accompaniments), paper goods, and snacks found in the kitchens are church property. Individuals and organizations must provide their own.
5. Leave the sinks, counters, equipment, and dishes clean and in their proper locations.
6. If refrigerators are used, make sure to take all leftover food or beverages with you.
7. If using the parlor, please check that the lights are off in the parlor bathroom.

INSTRUCTIONS FOR TURNING ON/OFF THE HEAT AND A/C

Heating and A/C for the Parlor:

In the parlor, there are multiple thermostats.

- ◆ Please DO NOT TOUCH the thermostat by the kitchenette.
- ◆ The HEAT is operated by using two thermostats:
 - The thermostat located by the pastor's office door:
 - Ensure that the bottom left lever is set to *AUTO* — switch it to *AUTO* if not. The bottom right lever should be switched to *AUTO*. Set the temperature to 68-70 degrees or your preferred temperature.
 - The thermostat in the seating area is located on one of the pillars facing the windows. Set this temperature to 68-70 degrees or your preferred temperature.
- ◆ The A/C is operated by the remote control on the wall by the kitchenette.
 - Press the On/Off button at the top of the remote
 - Set the unit's function to *Cooling*
 - Set the temperature as appropriate (~72-74 degrees)
 - Adjust the movement of the directional flaps as needed or choose to keep them stationary.
- ◆ REMEMBER to **reverse** the process for (or turn off) any thermostats/utilities when leaving.

Heating and A/C for the Social Hall:

- ◆ The HEAT is operated by using the thermostat located to the left of the kitchen windows (by the stage) and can be set as needed.
- ◆ The A/C is operated by the remote control on the wall to the left of the elevator.
 - Press the On/Off button at the top of the remote
 - Set the unit's function to *A/C*
 - Set the temperature as appropriate (~68-70 degrees)
 - Adjust the movement of the directional flaps as needed or choose to keep them stationary.
- ◆ REMEMBER to **reverse** the process for (or turn off) any thermostats/utilities when leaving.