

VALLEY VINEYARD CHRISTIAN FELLOWSHIP

Building Use Guidelines

We are very happy to have your group use the facilities here at The Valley Vineyard. This is our home and your home. We feel the building and all the resources here are a blessing from the Lord. In order for you to get the most out of the facilities and have the opportunity to come back again, please take note of the following rules:

BEFORE YOU USE A ROOM:

- Get permission by reserving the room through the front office.**
- Do not use any rooms you have not reserved. This means that you should not allow children in the Game Room, music room or other classrooms not requested. Please do not use the Kitchen or Fellowship Hall without asking. *{see the next page for the map of rooms}***

AS YOU USE A ROOM:

- Please only use the supplies that you have permission to use. Many of our Sunday School teachers spend their own money to stock the rooms.**
- Do not transfer equipment or supplies from one room to another unless you have permission to do so; and then return them to their original location.**
- The air conditioner timers are very delicate. Do not try to reverse the timer to shut it off. Turning the knob the opposite way will break the mechanism inside.**

AFTER USING A ROOM:

- Please vacuum the carpet. The vacuums are in the supply closet across from the copy room.**
- Please clean tables and other equipment, as needed.**
- Please empty *all* trash cans by taking them out to the dumpster. A key to the dumpster can be found in the kitchen, in the janitorial closet, and in the Street Side Room.**
- Report any damage, and/or any supplies that have been used up, or any other concerns to the front office. You can leave a note.**

We really appreciate all you can do. If you need to have the building unlocked in the evenings or on weekends, or if you have any special needs, please contact Leroy Chavez at ext. 204.

Thank you for your attention to these matters.

God bless you.

