



Eliot Chapel Building & Grounds Use Guidelines

April 2021

Thank you for choosing Eliot Chapel for your group meeting or event. Please review the following guidelines. We rely on you to keep our building secure and left in the same condition you found it. If you have any questions or concerns, please contact the church office at 314-821-0911 or email at frontoffice@eliotchapel.org

General Guidelines:

- Please fill out and submit an Event Form no less than two (2) weeks in advance of your meeting. This Form is located at [insert website link].
- All Events must be approved by Leadership before moving forward.
- There is **no smoking** allowed in the building or anywhere on the grounds.
- **Please make sure your attendees know where to find your group in the building or on the grounds.** If necessary, post temporary signs so people do not have to wander through the building looking for you. An interior building map is attached and can be shared with your group.
- **Until notice, the lot at 222 E. Argonne is not available for groups to use.** This is to permit the ground to settle so it may be a level lot for future use.
- **There are two entrances to the church:** Adams Hall Glass Doors and the Sanctuary Red Doors
- **No exterior doors are to be propped open for group attendees to use as an entrance.**
- **ALL Exterior Doors can be used to exit the building *in an emergency*. Please do not let your group attendees exit the building other than through the Adams Hall Glass Doors or the Sanctuary Red Doors, *unless it is an emergency*.**
- **Do not leave any exterior door open for the duration of your event or meeting.** Allow about 15 minutes from the scheduled start of your meeting for people to arrive and then ensure that the door is securely closed and locked. If people will be arriving late, please arrange for someone in the meeting to have a cell phone that can be called, if the door access code to Adams Hall Glass Doors has not been provided to the group attendees..
- Groups must leave the rooms in the condition found upon arrival. Tables and chairs must be put back, if taken removed from storage (in the same configuration as found) or from one of the rolling carts; dishes must be placed in dishwasher (and run if dishwasher is full.)
- Groups intending to serve **alcohol** must contact the Director of Finance and Operations beforehand to secure an insurance rider. Leftover alcohol should be removed or disposed of appropriately after the event.

- **If children are present.** Parents/caregivers/guardians are responsible for their own children while in the building. The only exceptions are if childcare/supervision arrangements have been made in advance with the Director of Religious Education or Assistant Director of Religious Education (in the DRE's absence), OR if children/youth are participating in an official Eliot program or activity under the supervision of Religious Education & Youth staff or volunteers.
- Parents/caregivers/guardians may, **at their own risk**, arrange for their children to be in an adjacent room or the Children's Library unsupervised during a meeting or event. Parents are responsible for checking on children, ensuring that rooms are left in good condition, and assuming responsibility for any damage resulting while their children were present.
- The **Steinway piano and the Organ** in the sanctuary must not be used without prior approval, obtained through Sarah Price, Music Director.
- To reserve a TV remote, or a VCR/TV/DVD player, please contact the Front Office *at least a day before your meeting*. These are under lock and key and the Front Office hours are 10 am to 3 pm M-F; and 9 am to 1 pm on Sundays.



No nuts allowed! Please note that **Eliot Chapel Nursery School, the RE Wing, and the Lower Level Classrooms are a nut-free zone.** If you are meeting in the Nursery School building, the RE Wing, or any of the Lower Level Classrooms, please do not bring in any food containing nuts. Check the food label for allergy information to be sure.

Eliot Chapel Closing Procedure Checklist
(for meetings and events not paying a Sexton Fee)

Before You Leave ...

- ✓ Please put the room back in the order you found it:
 - Wipe up spills, wipe down tables
 - Return dishes, glasses, utensils, etc. to the kitchen and load into the dishwasher
 - Start the dishwasher if it is full
 - Return chairs and/or tables to original format
 - Pick up trash and take outside to the trash and/or recyclables Republic blue containers
 - **NO FOOD is to be left in room trashcans, by the lower level kitchenette, or other locations. All food scraps, fast-food containers, etc. must be taken to the Republic trash container outside. Food left anywhere in the building or upon the grounds are open invitations to rodents.**
- ✓ Check that all windows are closed and locked
- ✓ Turn off lights in the meeting room
- ✓ Close the door to the meeting room
- ✓ Remove any signs you have posted for your group
- ✓ If your group is the last group to leave Eliot Chapel, please address the following:
 - All classroom doors are closed (both levels)
 - All lights are turned off, including all restrooms
 - All fire doors are closed
 - Kitchen appliances are turned off; coffee pots are unplugged
 - All exterior doors are securely closed and locked

If you have used the kitchen ...

- ✓ Make sure all appliances are turned off
- ✓ Clean all coffee pots and return to coffee makers
- ✓ Make sure coffee pots are unplugged
- ✓ Put all dirty dishes in the dishwasher and turn on if dishwasher is full

If you are the last group in the building ...

- ✓ Turn off **all** lights, including hallway lights (some security lights will remain on; turn off all light switches you can).
- ✓ Close **all** interior doors. **Do not leave any doors propped open, including hallway Fire Doors** – they are fire barriers.
- ✓ Check all exterior doors to make sure they are locked. Test the door to make sure it is locked.

Please complete the Post-Event Form and leave in the Front Office mail box located on the table outside the Front Office. If you have any questions or concerns with your use of the building (lights burned out, room too hot or cold, restrooms need restocking, etc.), please contact the Front Office immediately at 314-821-0911 and leave a message or via email at frontoffice@eliotchapel.org