

Eliot Chapel Building Use Guidelines



ELIOT
UNITARIAN
CHAPEL

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:

- There is **no smoking** allowed in the building.
- **Please make sure your attendees know where to find your group in the building.** 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.
- **Do not leave any door chained 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 unchained/locked. If people will be arriving late, please arrange for someone in the meeting to have a cell phone that can be called.
- If you need to **telephone** for assistance, there is a phone on the wall in the Guest Center (near the Children's Library).
- Groups not paying for **custodial services** must leave the rooms in the condition found on arrival. Tables and chairs must be put away, if taken out; dishes must be placed in dishwasher (and run if dishwasher is full.)
- Any **alcohol** served as part of an event must be done so responsibly. Left over alcohol should be removed or disposed of appropriately after the event.
- If **young children** are present, a responsible adult must provide child care. If parents are meeting in Adams Hall, unsupervised **older children** are to be in the Children's Library. If parents are meeting in other parts of the building, unsupervised older children are to be in an adjacent room. The room used for child care should be tidied up and all diapers disposed of in the outside dumpster. Parents are responsible for checking on children and for ensuring that rooms are left in good condition. Children and youth may not run through the building at any time. Every adult has the right and responsibility to speak to children who are behaving inappropriately.
- The **Steinway piano** in the sanctuary must not be used without prior approval, obtained through the front office or Jan Chamberlin, Music Director.
- To reserve the VCR/TV/DVD player, please contact the church office.



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

Eliot Chapel Closing Procedure Checklist
(for meetings and events not utilizing a custodian)

Before You Leave ...

- ✓ Please put the room back in the order you found it
 - put chairs and/or tables away as needed
 - pick up trash
 - wipe up spills, wipe down tables
- ✓ Check that windows are closed and locked
- ✓ Turn off lights in the room you used
- ✓ Close the door to the room you used
- ✓ Remove any signs you have posted for your group

If you have used the kitchen ...

- ✓ Make sure all appliances are turned off
- ✓ Make sure coffee pots are unplugged and clean
- ✓ 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 doors** – they are fire barriers.
- ✓ Check all exterior doors to make sure they are unchained/locked. Some doors require an extra push or pull for the lock to engage. Test the door to make sure it is locked.

If you have any questions or concerns with your use of the building (lights burned out, room too hot or cold, etc.), please leave a note in the church office door or contact Macey or Terri during office hours at 821-0911 or via email at frontoffice@eliotchapel.org.