# ARK USAGE POLICY

1. A key will be issued to you for your event. It is your responsibility to pick-up the key from the church office. Please call early in the week of the event to arrange a time to pick-up the key.
2. NOTE: Copies of keys are not to be made and keys should not be loaned to anyone else!
3. Please understand that our custodial service cannot cover everything. Those who used it before you may not have left it clean. Prepare to come early enough to wipe tables, vacuum, set-up, etc.
4. Preschool rooms are not to be used without permission and at <u>no</u> time is there to be food in those rooms.
5. Take note of how the ARK is set-up when you use it and return it to that condition before you leave.
6. Please bring your own paper goods (plates, cups, napkins, tablecloths, etc.) for your event. Ice is available in the ice machine.
7. Any dishes, pots and pans, etc. that are used are to be washed, dried, and returned to where you got them. DO NOT LEAVE THEM OUT TO DRY.
8. All tables used are to be wiped off.
9. Trash is to be bagged and taken to the dumpster.
10. Nothing is to be left in the refrigerator or freezer.
11. Make sure bathrooms are picked up and in order. Clean any mess that has been made.
12. Turn off lights as you leave. Do not disturb thermostats. They have been programmed for your event.
13. Make sure ALL doors are locked.
14. If you use the ARK on Saturday nights it has already been prepared for Sunday morning, so make sure you clean it thoroughly and put things back into place.
15. Return the key to the church office on the earliest day possible following the event. If you do not return the key or the ARK has not been properly cleaned as stated in this policy, the $50 deposit made at time of the reservation will not be returned.

*We want everyone to enjoy their experience, so please do your part. If you find the ARK not clean, and not ready for use when you arrive, please contact us as soon as possible. This policy applies both to non-members and members of Freeman Heights Baptist Church!*