

# Using Ascension Facilities – Instructions For Adult Leaders

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## General

- All activities/functions require **adult supervision** at all times.
- **Never tape** notices to the inside surfaces of the entry/entry door glass.
- **This is God's house**, please respect it
- **No smoking** in the building. No pets allowed.
- **No open flames** permitted on the property without permission from Property & Grounds.
- **Adult leaders** are responsible for ensuring that the following instructions are understood and implemented for all activities/functions on church property.

## Upon Arrival

- **For personnel safety**, unlock only the minimum number of doors to facilitate the entry of participants. Do not unlock doors on both levels unless both levels will be utilized by the activity/function. (Note: all primary exits have crash bars that open locked doors for rapid exit in case of an emergency).
- **For your safety** we recommend that you lock all entry doors after all participants have arrived (this is for after business hours only).
- Note the condition of and furniture layout of the area. **Document** any damage, messiness or abnormalities that you observe prior to using the facility.
- **Conserve energy**. Turn on only those lights required. Do not adjust thermostats unless you have been properly instructed by appropriate Ascension personnel.

## While in the facility

- **NEVER leave outside entry doors propped open!** Insects, rodents and debris are always trying to get in
- **Maintain control** of all participants. Limit them to the specified area of the activity. Roaming the building should be discouraged at all times.
- Use only the restrooms in the immediate area.
- Never allow anyone to sit on the tables. They break easily.
- **Do not drag** tables and/or chairs across carpeted areas. Leave in place or carry them.
- **Do not bring electric heaters** into the facility. If you use existing heaters and/or any of the electric ranges or other plug-in devices, ensure that an adult is responsible for supervising their use & that they have been properly turned off. If applicable, unplugged.
- **Food and drinks** are prohibited in the sanctuary and all classrooms.
- This is a multiple use facility; respect the privacy of other groups in the building.

## When leaving the facility

- **Document** any damages which occurred during usage, address it to Property & Grounds and leave it with the church office. If the office is closed, slide the copy under the door. If you documented any damage, messiness and/or abnormalities upon entry to the premises, include them with this document.
- **Return the furniture** layout to the configuration in which you found it.
- **Inspect the rest rooms** for neatness, ensure that all faucets are turned off, all toilets are flushed and all litter is in the trash can.
- Ensure that the areas you occupied are left in a neat and orderly condition.
- If you used kitchen utensils, ensure they are cleaned and returned to where you found them. **Remove all food/drinks you brought in.** Wipe down all surfaces used for eating.
- If you used the coffeemakers, ensure they are clean and properly turned off
- If you created trash, **carry** it to the dumpster. **Always remove the trash from the lower level through the lower level exit doors. Never** remove upper level trash **through the front entry doors. Utilize the wheeled trash container** in the store room behind the coffee machine and **exit through the South door.** Replace trash liners (located in trash cans).
- Ensure that all appliances and lights that **you turned on** are now turned off.
- Ensure that all doors you used are **securely closed and locked.**