

## **FBCC Facility Usage Guidelines - 2016**

**Haggai 1:8** “Build my house, so that I may take pleasure in it and be honored,” says the Lord.

*Everyone has the responsibility to take care of God’s house, and stop anyone from misuse or abuse of the church property.*

### **ROOM CLEANLINESS:**

- Eat and drink inside a room. No food is allowed on hallways, lobbies or public areas.
- Set up tables/chairs for children to sit down to eat/drink & teach them to clean up everything before leaving.
- Drain unwanted pure liquid in the sinks. Dispose grease in sealed bags or containers.
- Dispose all trash in trash cans.
- Use extra trash bags after a trash can is full. Tie up all extra trash bags before leaving.
- Clean tabletops and other surfaces of litter, food crumbs, beverage cans, cups, and spills.
- Clean whiteboards or chalkboard after use. Use cork board properly without damage or writing on it.
- Return tables, chairs, and any A/V equipment to their original positions.
- NO hot pot or cooking of any kind inside the church buildings except approved cooking in the kitchens.
- Avoid drinks, condiments or any sauce that may cause tough food stain on carpet areas.

### **SAFETY POLICIES:**

#### **A. Children & Youths**

- All children should be under **adult supervision** after AWANA, during church lunch & any program.
- **No running inside buildings.**
- No climbing on tables, chairs, windows, staircase, railings, countertop, structures, or any indoor and outdoor areas that may pose danger to anyone. Teach them to respect church signs on unrestricted area.
- Parents are responsible & liable for any mess or damage incurred by your children.

#### **B. Activities**

- Sport activities are limited to designated areas. (e.g. Gym, Multi-purpose rooms, Youth Center etc.) NO playing ball of any kind in the church lobbies or in any classrooms.
- NO sport equipment of any kind that has wheels is allowed inside the church buildings

### **SPILLS AND STAINS:**

#### **1. Soda Stain**

- Get rid of much liquid as possible, right away.
- Pat the soda stain with a wet cloth or paper towel, press gently into the affected area and wait 15 minutes.
- Use a clean white cloth or paper towel to pat the stain dry.
- Avoid scrubbing, as this may cause the soda to soak into the carpet even more.

#### **2. Food Stain**

- Remove any solid food particles you’re able to reach right away.
- Use dampen paper towel to dab at the stain until all the food particles within the carpet have been cleaned.
- Do not rub the stain, as this will only cause it to spread around.

- ❖ **Check with church office** if you need cleaning supplies and tools.
- ❖ **Report to church office** for any damage or major spill that needs thorough cleaning.