



Facilities Use Policy

(Internal)

Contact the church office via email (myabundantlifechurch@gmail.com) to reserve any part of the facilities. Be sure to include the following:

- The number of people that will be meeting
- The purpose of your meeting
- The items needed in your space (monitor, tables, chairs, etc.)
- The date and time of your meeting (please include the time the meeting is expected to end)

It is important to ensure that the church is left in good order when your group uses the facilities. Please use the checklist below as a minimum standard:

- Return all items to their designated place (i.e. chairs, tables, etc.)
- Dispose of any trash produced by your group. (Trash should be placed in the dumpster in the back of the building.)
- If childcare is provided, all rooms used should be restored and trash/food disposed of in the dumpster.
- Sweep, mop, & vacuum as needed. (This will only be in the areas used, if it is needed.)
- Return thermostats to their original temperature.
- Turn out all the lights.
- MOST IMPORTANTLY, ensure that all doors are locked. Please do NOT assume someone else is doing it.

Please notify the church office via email if there are any concerns during your use of the facilities.