

## PROCEDURES FOR RESERVING AND USING SPACE IN GREENSBORO CHURCH

1. Before contacting the church, we request that you visit the calendar on our website to make sure the time you have in mind is available. Go to <http://www.guccvt.org/news-and-events/calendar> to see what dates are open.

2. Contact our church secretary either by phone, 533-2223 (understanding that she is only in the building twice a week, so there may be a delay answering your call), or by email: [gucc@guccvt.org](mailto:gucc@guccvt.org). (Please do not contact the Pastor about bookings or building use issues.) The secretary will book your time, make arrangements for the size and delivery of the fee, and send you an email confirmation.

3. Once a booking is made, it is the responsibility of the party using the building to learn the logistics of the building (thermostats, lights, elevators, recycling procedures, etc.) For first time users this will, in most cases, require making an appointment with the church secretary, and coming to the building to become familiar with the facility. These appointments should be made well in advance.

4. After each event, the party using the space is responsible for cleaning the space used and returning to the status prior to use. Where applicable, clean-up should include:

- a. Sweeping
- b. General clean-up
- c. Washing counters, etc
- d. Putting chairs and tables back where they are stored
- e. Making sure you put recycleables (bottles, cans, plastic, tin, paper, cardboard) in appropriate containers in the kitchen, but not in the trash.
- f. If your trash fills up a bin, please dispose of it by taking it with you when you are finished. Replacement trash bags can be found under the sink in the kitchen.
- g. Make sure your party has not significantly dirtied the bathroom. And if so, clean appropriately.
- h. Turn down thermostat in any rooms used to 55.
- i. Shut off all lights before leaving the building.

5. Responsibility for publicity for all events held at the church lies with the party reserving the space, and not with the church.