

**NORTH WINDHAM UNION CHURCH
UNITED CHURCH OF CHRIST**

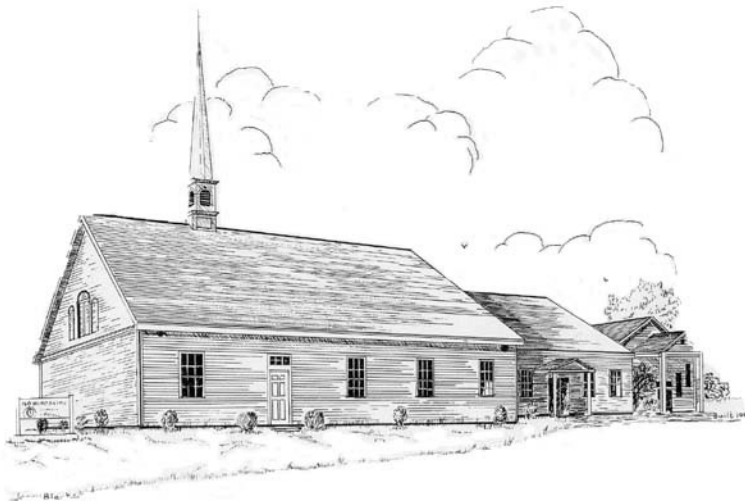
723 Roosevelt Trail

Windham, Maine 04062

(207) 892-6142

Cynthia Baker, Parish Administrator

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Facilities & Services Use Policy

Updated June 2017

Facility Information

- **Sanctuary:**

- 256 seat capacity downstairs
- 44 seat capacity balcony
- Handicap accessible
- Air conditioned
- Sound system with tape recorder/player

- **Parish Hall:**

- 37' x 90'
- 200 seat capacity without tables
- 100 seat capacity with tables
- 17 tables on the floor plus area for lunch/card tables
- 2 or 3 tables on stage

➤ Parking Attendant/Traffic Control Officer required for large events.

- **Other Info:**

- No food or drinks in sanctuary
- No balloons or glitter in sanctuary
- No taping flowers to end of pews
- Custodian to move piano if necessary. Please advise in advance.

Church Policies

A. Offensive Language

1. Profanity - no tolerance within any portion of the church facilities or grounds and will result in immediate revocation of use of the facilities.
2. Furthermore, the language of, but not limited to, racial bigotry, bullying or intolerance may constitute grounds for the termination of all contractual obligations by the church as reviewed by the Board of Trustees.

B. Group/Organization Supervision (for Youth Events)

1. All organizations and/or groups that conduct meetings and/or activities with individuals 17 years of age and under must maintain a supervised ratio of 1 adult to every 7 students/children.
2. All indoor activities (Parish Hall) must be supervised within the guidelines of the prescribed student/teacher ratio (See: B1)
3. No unorganized and unsupervised physical activities (e.g., running, etc.) are allowed in the building.
4. All students/children are to remain in the building, unless involved in an outdoor activity properly supervised by adult(s).
5. Students/children awaiting transportation are to remain in the building in the entryway area of the Parish Hall or the sanctuary Gathering Space.

C. Alcoholic Beverages and Smoking

1. No Alcoholic Beverages or smoking allowed in or on the premises.

Parish Hall

LIGHT SWITCHES: on the wall to the left when you enter the hall.

OUTLETS: On the right side: Left of the ramp door & under 4th window on right

On stage: 1 on each side and 2 on the back wall

On left side: Near stage door, under 4th window and by the sink

On entry wall: 2 over counter by side of the refrigerator

TABLES: Are stored under the stage. Doors in the middle move to the side

THERMOSTAT: On the back wall to the left of the stage. Turn the timer knob to turn heat on.
DO NOT change the temperature

COFFEE MACHINE and **REFRIGERATOR** may be used.

WASH DISHES, coffee pots, etc., in the sink.

JANITORIAL PAPER SUPPLIES & TRASH BAGS: In the closet in the hall next to the telephone and Pastors office. More supplies in downstairs closet under the stairs.

BROOMS, VAC, PAIL, MOPS: In closet in parish hall next to the entry.

MOP TO WASH FLOOR: Downstairs Furnace Room-- Left at bottom of stairs, down hallway, first door on right.

KEY TO DUMPSTER: In closet in hall outside of pastor's office. On hook on door frame.
PLEASE RETURN.

MAKE SURE ALL LIGHTS ARE OFF, EVERYTHING CLEAN, ALL DOORS SHUT AND LOCKED AND ALL WINDOWS SHUT.

LOCK PARISH HALL DOOR: Open the door. While open lock it from the outside. Step back in and shut the door. (You can still get out by using the push bar but no one can get in)

RETURN PARISH HALL KEY: Place in clear plastic pocket on office door in the lower level. Put in one of ENVELOPES provided.

***** Note: Space used must be clean in order to refund \$50 check cleaning deposit.**

Kitchen

Checkout Checklist

Note: Cleaning materials and equipment can be found in closet in the Parish hall.

___ Clear out refrigerator. (Your items)

___ Clean sinks: remove sink plugs

___ Wipe all surfaces with sanitizer cloth.

___ Clear counters of dishes and any containers

___ Sweep floor; place debris in trash can.

___ Turn off all burners. Clean grill using directions posted on the wall.

___ Turn off dishwasher; store dishes in appropriate labeled spot.

___ Deposit trash and/or garbage in dumpster. Find key ring on inside frame of closet near hall telephone Return key to the same place.

___ Leave dish cloths and/or towels by the prep sink to dry.

___ Turn off lights and close doors.

Contact:

Dave S. 892-3667 (Evenings)

David B. 318-3577 (Daytime & week-ends)