

**First United Methodist Church of Orange**  
**Rules for Facility & Kitchen Use**  
**JULY, 2017**

**GENERAL RULES:**

- Children below the age of 18 must have adult supervision at all times while using the Church facilities
- A custodian, Church staff member or person designated by the Pastor/Staff must be on premises when the Church is in use.
- Alcoholic beverages or controlled substances are prohibited on Church property.
- Smoking is prohibited in the Church buildings.
- No fireworks, firearms or weapons are permitted on Church property.
- Alterations to thermostat settings must be made by the Church representative designated during Church use.
- Decorations to Church property should be undertaken only after presenting details and receiving permission from the Pastor/Staff.
- Confetti, bird seed, raw rice or other small items are strictly prohibited.
- No items shall be glued, taped, stapled, nailed, screwed or tacked to any furnishings, walls, doors or windows.
- Audio/visual equipment is available and may be checked out by contacting the Director of Music & Fine Arts.
- All buildings are to remain locked when not in use.
- Cleaning charges may be waived (with permission) but no harsh chemicals may be used on the floors or other areas.
  - A neutral cleaner must be used, along with mops and cleaning utensils available in the building.
  - Do not use a wet swifter or Fabuloso as it will cause damage to the floors.
- Food or beverages are prohibited in areas with carpet.
- Spills in any area of the facility must be called to the attention of the adult in charge and immediately cleaned.
- The adult in charge should double check that all lights, appliances, and thermostat settings are turned off or set properly.
- Thermostat settings should be left at temperatures per instructions (78 degrees for AC, 60 degrees for Heat).

**KITCHEN RULES**

- Tables, countertops, stovetop and ovens must be wiped clean of all debris and spills.
- Return all items to their proper place.
- Put all trash in the dumpster (located in parking lot at corner of Sixth Street & Pine Avenue)
- Wash and store all dishes and utensils. This includes any appliances used, such as coffee pots & popcorn machine.
- Remove all left over food and supplies from the premises.
- Please bring your own paper goods and other supplies for non-church related activities.
- If necessary, sweep and mop the area using only neutral cleaners and supplies that will not damage the floors and appliances.
- Double check to ensure that all lights and appliances are turned off - including stove, oven, coffee pots, etc.

***NOTE: A CHECK LIST WILL BE PROVIDED FOR COMPLETION UPON LEAVING THE FACILITIES (REQUIRED FOR DEPOSIT REFUND)***  
***VIOLATIONS TO THE RULES ABOVE COULD RESULT IN FORFEITURE OF DAMAGE DEPOSIT***