

GUIDELINES FOR GROUPS USING THE CLIFTON HEIGHTS PRESBYTERIAN CHURCH OF EASTER LAKE BUILDING

Clifton Heights Presbyterian Church of Easter Lake desires to be a beacon of light for our community. We believe opening our building to benefit others is a part of that light. To that end, the congregation of Clifton Heights invites groups to request use of our building and generally responds favorably to those requests.

In order to ensure a mutually beneficial relationship between the congregation of Clifton Heights and groups that use the building, all groups must follow these guidelines below.

1. No smoking is permitted inside of the church building anywhere at any time.
2. No consumption of alcohol beverages is permitted on the church property at any time.
3. Groups that use the kitchen must follow all of the written instructions pertaining to the use of the coffee maker (next to the coffee machine) and must leave the kitchen free of trash, dirty dishes, clutter, or misplaced utensils. Cleaning supplies will be provided.
4. The church building is under contract to the Color My World Childcare Center during their regular business hours (M-F 6a-6p). To maintain a healthy relationship between Clifton Heights, Color My World, and our community we ask groups that use the church building to respect the property of Color My World and leave their items in the condition and location found.
5. The sanctuary furniture is deliberately portable and can easily be moved to provide optimum use for groups of many sizes. Groups are free to move the chairs as needed, provided that they are returned to their original configuration upon departure.
6. Items that are not to be used or moved without prior arrangement are the piano, pulpit and communion table. Please do not set anything on the piano or communion table.
7. Audio / Visual equipment may only be set up by a member of Clifton Heights. A small fee will apply. (Please see fees on Room Request Form).
8. Groups are invited to turn on as many lights as are necessary to ensure a safe environment and a good meeting. All lights are to be turned off and egress doors are to be locked upon departure. Instructions for opening and closing the building are available from the church office.
9. The sanctuary (Large Room) is the primary meeting place for Clifton Heights Presbyterian Church's worship services. We trust that groups using the building will respect the proper use and treatment of the building in light of that. Any damage to the building or its furniture should be reported immediately to the church office and arrangements made for repairs.
10. Children should not enter the kitchen. If children are in the kitchen they must be supervised by an adult for their safety.
11. Any questions or requests for exceptions to these guidelines should be directed to the church office (285-5102) with two weeks advance notice.
12. Clifton Heights Presbyterian church is not responsible for any outcome as a result of not following the above rules.

I will ensure each person in the group using the building will be made aware of these rules.

Name

Date



Clifton Heights Presbyterian Church of Easter Lake
2900 Easter Lake Drive ~ Des Moines, IA 50320 ~ 515-285-5102