

RED BRICK USAGE RULES and EXPECTATIONS

1. No smoking allowed indoors. Smoking outside the north entrance is allowed, only if an urn has been requested in advance and is in place. No underage smoking allowed at any time.
2. Use of alcohol, drugs, or being under the influence of either is strictly prohibited.
3. Treat all equipment and furniture with respect. Intentional or careless damage could result in payment of damages.
4. Excessive messes that require extra cleaning will be billed at 30.00 per hour.
5. Use only the rooms you have requested to use. Young children must have adult supervision at all times. Playing in other areas is prohibited.
6. The use of the nurseries, or toys in the nursery is prohibited unless requested and approved in advance. All toys used must be sanitized after use.
7. Appropriate dress, language and behavior for a church setting is expected. Harderwyk staff reserve the right to be present at any time during an event, unannounced, and are allowed to immediately terminate an event at their discretion.
8. If an event goes later than 11:00pm, no one is allowed outside other than to leave the event. Courteous behavior towards our neighbors and their property is expected at all times.
9. Harderwyk Ministries is not responsible for any lost, broken, or stolen personal items. Keep all items of value with you.
10. All injuries, accidents, or damage to the building or equipment must be reported immediately to the Facilities Director at Extension 106.

Clean Up / Lock Up Checklist

(Applicable only if you are not being charged usage and custodial fees)

- ___ Remove trash bags, replace with new liners, found in upstairs kitchen. Trash goes into dumpsters north of the church.
- ___ Vacuum as needed. Main floor vacuum is located in the closet off the Great Room, lower level one is in the closet between restrooms.
- ___ Check bathrooms for messes, un-flushed toilets, and items left behind.
- ___ Wipe down kitchen counters if used. Check fridges for any items you brought. Remove all paper goods, plates, cups and other items you brought. Do not leave anything you brought "for the next people to use"
- ___ If nurseries were used, remove any used diapers and dispose. Sanitize any toys that were used, put all toys back, and leave as found.
- ___ Shut off all lights. Lights for the Great Room are in the closet off the room, east wall, in a breaker panel with a yellow cover, marked "Great Room Square Lights" Some lights in lower level hallways are on timers and can not be shut off.
- ___ Lock all doors that were used. Hex keys to release inside handles are found on top of the door closers at each door. Check thumb latch on outside to be sure it is locked.

After completing cleaning, sign below and leave check list on upstairs kitchen island.

Name: _____ **Date:** _____