

GUIDELINES for Use of Facilities at South Church

1066 South East St., Amherst, MA / office@amherstsouthchurch.org / 413-253-2977

GENERAL GUIDELINES

1. Please use only the room(s) you reserved. Changes must be arranged through the administrative secretary.
2. Long-term groups, please restore the room as you found it before you leave if that is our arrangement with you. **Please turn off all the lights and be sure all the doors are locked when you leave. Important: Don't forget to turn off the bathroom lights.**
3. Our insurance policy does not allow children to be unsupervised in the building. Please do not let little ones play alone in the nursery or elsewhere without an adult present.
4. Please do not let children run up and down the stairs and halls in the building or use the elevator without an adult.
5. **No alcohol will be allowed on the premises. No smoking is permitted within the building.**
6. Please do not use church paper goods in the kitchen or supplies from the church school cabinets without prior arrangement. **If you use the kitchen in any way, please make sure that all surfaces, sinks, equipment, etc. are left as clean as you found them. The sexton's duties do not include cleaning the kitchen equipment and surfaces; this is the responsibility of the renter. PLEASE REMOVE ALL YOUR FOOD FROM THE REFRIGERATOR AND FREEZER. It will be thrown out, if left behind.**
7. Please advise the administrative secretary in advance of your desire to use the piano, TV, VCR, or screen so that the sexton can move it to the appropriate room. To be sure we avoid injury, please DO NOT move this equipment yourself.
8. Please arrange for any changes in the day or time of your function. Advance arrangements are needed to hold a scheduled meeting at another time because we have many groups using the building at various times. If you decide to cancel your event or hold it elsewhere, please inform the administrative secretary promptly.
9. When long-term groups want to hold extra meetings or functions (leaders' meetings or dinners), these need to be scheduled even though the rooms may look available. Another group may be coming in later, or the room may have been set up for another event the next morning. Dinners and derbies, etc., need to be scheduled in advance.
10. **ALL TRASH generated by your event during your use of the church must be promptly removed** by the user or the church will remove it for a fee of \$20.
11. Funerals may come up very suddenly and involve the sanctuary, Kenseth Room and kitchen. We will try to do everything possible to work around any previously-scheduled events. However, these events do take priority and may result in the need to cancel your event or move it to a different room.

SAFETY GUIDELINES

12. All hallways, including the back hallway, must be free of all equipment (except that which is in place by the church) and may not be blocked in any manner.
13. All hallways must allow for free and unfettered access to fire exits and bathrooms.
14. In accordance with Town of Amherst safety codes, all hallway lights must remain on during your use of the church.
15. Fire sensors and alarms cannot be disabled or covered with any foreign objects.
16. If an alarm is activated, for any reason, all occupants of the building must exit immediately. Go to the grassy area behind the church to allow fire apparatus the use of the entire driveway.
17. The Town of Amherst will levy a charge for false alarms. If a false alarm is sounded while your organization is using the church, you will be responsible for covering the charge.
18. Cancellations made with at least 48 hours advance notice will receive a complete refund. Late cancellations will receive a refund of fees paid minus \$50.

DECORATION GUIDELINES

19. All decorations must be non-combustible and fire-retardant.
20. To attach decorations to the room, other than on a bulletin board, please tie or use tape (see #21 for use of tape/adhesive). No tacks, pushpins, or nails are to be used on walls, ceilings, furniture, counters, or wood trim.
21. Never use tape or adhesive materials on any wall surface. Tapes of all kinds may be used only on wood surfaces, and all tape must be fully removed and any remaining sticky surface washed clean, or a reasonable cleaning fee will be imposed.
22. All decorations are to be removed at the close of the event.
23. Persons or groups that are not part of South Church agree to pay for cost of repairs to the meeting house and church school annex directly attributable to the use of decorations by said persons or groups.
 24. We ask that there be no dancing or marching in large numbers in the Kenseth Room.
25. Games or other activities involving water (other than for human consumption) are NOT permitted.