Member and Partner Nonprofit Church Use Procedures
(revised January 2016)

The church office is open M-Th, 9-3. If your event takes place outside of these hours, you may need a key and an alarm code to get into and/or lock up the building. Please check first to see whether someone in your organization has a key and a code, or will be here to let you in. If not, the church office has a limited number of keys to loan out. Please call Diane (612-871-2967 option 5) to arrange a time to pick up the key and walk through the alarm procedures. You should contact Diane at least two working days before the day you’d like to pick up a key.

Tables, chairs, and other equipment may not be moved from one room to another without advance permission. You are responsible for leaving everything in the same arrangement and condition you found it.

Events must end by 10:00pm at the very latest.

Church utensils, pots and pans, dishes, etc., which are used must be cleaned, sanitized, dried, and returned to where they were found. If you need help learning to use the sanitizer, please contact the church office as soon as possible.

If you use the garbage disposal, when you are done, rinse it (while it’s still running) with additional water.

If your trash or recyclables amount to more than half a bin – or if they are likely to become fragrant -- please carry your bag(s) out. Additional trash bags can be found in the closet next to the kitchen.

No alcohol may be served without permission. Request permission at least six weeks in advance.

No smoking is allowed except outdoors near the ashtrays provided at the front and back entrances.

Children must be supervised at all times, including their use of the bathrooms.

No materials may be posted on the walls without prior approval.