

FIRST PRESBYTERIAN CHURCH

168 Cass Avenue Mount Clemens, MI 48043

Phone: 586-465-0461 Email: office@fpcmtclemens

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Family Life Center Building Use Policy

In the event of an emergency, first dial 911, then contact Rev. Peggy Casteel at 586-530-3970. All other communication can be directed to the church office on the next business day.

Welcome to the Family Life Center on the campus of First Presbyterian Church of Mount Clemens. We are very happy you have chosen our facility to host your event. Below are the items to keep in mind as you plan and hold your event. These things will ensure your safety and that the facility is properly cared for.

1. Please feel free to use the tables and chairs located in the north storage closet. You are responsible for set-up and takedown of any furniture you use.
2. Absolutely NO helium balloons are allowed inside the Family Life Center. An escaped helium balloon will leave us unable to use our motion sensed security system for a couple of weeks.
3. No open flame candles may be used.
4. Do not scatter confetti/rice or use tape on the walls.
5. Feel free to use the service kitchen and its contents, returning all items to their proper place after being properly cleaned.
6. During warm weather you may use the back fenced in area. If you are using the firepit, please make sure it is completely extinguished and the outdoor furniture is returned to its original positions.
7. Absolutely NO alcohol is permitted on the church campus. This facility is smoke-free.
8. Activities must be concluded by 9:00 p.m.
9. **Please leave the Family Life Center as you found it.**

RESPONSIBILITIES AFTER BUILDING USE

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to orderly after the approved event or activity.

1. Please take ALL trash to the dumpster which is located on the perimeter of the church parking lot.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution.
3. Return all tables, chairs, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Wipe counters and leave kitchen clean and ready for the next use.
5. Turn coffeemaker off at the back of the machine.
6. When leaving, please check that all back exterior doors are locked, windows and blinds are closed, and lights are off. Then undo the front door push bars with the Allen wrench found on the windowsill in the entryway, effectively locking the doors upon exiting. Be sure to return Allen wrench to windowsill.

Thank You for your co-operation.