



Eugene Friends Church Facilities Use Policy and Rules

Facility usage is limited to space, date(s), and time agreed upon in the Facility Use Agreement and Release Form. The contracted group must ensure that all event participants leave the building after the event and that the approved area used by their group is left clean and orderly. The contract signer is also responsible for turning off all lights, closing and locking all doors, checking all commodes and setting the alarm (unless instructed otherwise).

If provided, keys must be signed in and out and returned to the church office upon completion of the event.

Eugene Friends Church functions and activities have priority over other users. In the case of ongoing use, such as weekly or monthly events in the building, EFC reserves the right to preempt the use of the facilities. In such cases, at least two weeks' advance notice will be provided to the contact person for the group and efforts will be made to provide a substitute usage location within the premises, if possible.

All reasonable care must be taken to care for the facilities and includes the following:

- Users are required to remain in areas specified in the agreement, and are responsible for keeping group participants confined to those areas.
- Children may be present only in the direct care of responsible adults. They must never be left unattended on church premises at any time.
- Tobacco, in any form, is not allowed inside the church building(s). Tobacco products may be used outside, at least ten (10) feet from any entrance to the building and cigarette butts, wrappers, etc. must be disposed of in trash receptacles.
- Alcohol and weapons are not allowed on the church grounds at any time.
- Freestanding candles, devices that might overload electrical circuits, or anything else that might be deemed a fire hazard are prohibited.
- Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All decorations must be removed immediately and completely following the event. If damage does occur, it must be reported to the church office immediately. Only removable tape such as painters tape or specially made "gaffers" tape is allowed on church floors.
- Food and drink should be limited to designated areas (Kitchen and Fellowship Hall) and any spills cleaned immediately.
- Dishwasher should only be used by those that have received an overview of how it functions.
- At the conclusion of the event:
 - Furniture and property must be returned to its designated location if moved during the event. This includes the arrangement of any chairs and tables.
 - Trash must be bagged and disposed of in the dumpster at the side of the building.
 - Floor must be cleaned of any debris.
 - Supplies must be returned to their appropriate location after use.
 - Lights and appliances turn off.
 - All doors locked.

- Rooms:
 - Furniture and supplies put away in their appropriate location
 - Floors swept and/or vacuumed.
 - Toys and tables disinfected.
 - Lights and heaters turned off.
- Kitchen:
 - All items returned to their original locations in drawers, cabinets or counters.
 - Dishes must be washed, dried and put away.
 - Items left in the refrigerator must be labeled with name and date. Items older than one week will be cleaned out.
 - All eating and preparation surfaces washed clean.
 - Ensure refrigerator and freezer doors are fully closed.
 - Coffee pots washed
 - Stove and counter backsplashes wiped down
 - Floors swept and mopped if necessary
- There is no excess storage available for individuals or organizations other than designated recovery groups and church groups.
- All individuals or groups using the facility will be responsible for storing props and accessories offsite, and removing them immediately upon the completion of the event.
- All persons and/or groups using the facility are expected to exercise reasonable care and judgement in order to prevent defacement, damage, or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church for any cleaning or repair to any part of the building and/or its furnishings and equipment if, in the judgement of the church staff, it has been carelessly destroyed or irresponsibly subjected to more than normal wear and tear by the person or group involved.
- Security:
 - We ask that all users pay close attention to personal property and valuables and do not leave them unattended. Eugene Friends Church is not responsible for theft or damage to personal property or vehicles in the parking lot.
- Insurance:
 - Outside groups using the church must provide proof of standard general liability insurance and, if requested, will add the church as an additional insured under the group/individual's general liability policy for the extent of the agreed use period.