

# Galloway Church

## Policies and Procedures

Listed below are the policies and procedures for the usage of the Galloway Church Facility. It is the church's desire that groups, families and individuals get as much usage out of this building as possible. We did not build it to have it sit empty. However, in order to be good stewards of the building that God has given us, we do ask for strict adherence to the following policies.

You will note that we do ask you to pick up and even vacuum when it is needed. The janitor may have just cleaned an area that you are using. If you do not leave it as good or better than you found it, the next group coming in suffers. In order to have the building accessible and ready to use whenever someone wants to use it, we need everyone's cooperation to keep it clean and picked up. Thanks for your understanding! Let's use this facility to the glory of God.

1. **ALL ACTIVITIES AND SPEECH** are to be conducted in a Christian spirit and with dignity and respect for everyone involved. Please remember that the church is dedicated to the worship and service of God.
2. **ALL MUSIC, VIDEOS, MOVIES AND PROGRAMMING** played in the Church must not dishonor God or His word.
3. The **USE OF THE FELLOWSHIP HALL** is prohibited during any church service (except Junior Church).
4. **CHILDREN AND YOUTH** are encouraged to use the facility, but there **must be adult supervision at all times**. All running must be confined to the Fellowship Hall. Children are NOT permitted in any rooms at any time unless they are supervised by an adult, this includes children's bathroom usage.
5. Use of **ATHLETIC EQUIPMENT** is permitted only with adult supervision and only in the Fellowship Hall. Balls are not to be bounced outside the main fellowship area; i.e., Restrooms, Kitchen or the Sanctuary Greeting Area. All balls are to be put away in the storage room when use is finished. No ball usage is permitted until after 1:00 PM on Sundays.
6. **PICKING UP, CLEANING AND VACUUMING** are the responsibility of persons using the Fellowship Hall. We only ask that you vacuum up any crumbs or obvious dirt--you do NOT have to vacuum the entire room. The vacuum is in the storage room just off the Fellowship Hall. **PLEASE SEE NOTICES IN KITCHEN AND BATHROOMS FOR MAINTENANCE OF THESE ROOMS** before you leave.
7. All **LIGHTS** are to be turned off and all **DOORS** are to be closed when use of building is done. Before leaving, please make sure to check the kitchen, storage room, and both bathrooms to make sure lights are off.
8. All **WINDOWS** are to be closed when use of hall is done. If you unlocked **DOORS** please close them and relock them.
9. **NO "RED" COLORED** pop, punch, Kool-aid, icing, or juice is to be used (it permanently stains the carpet). Please clean any spills promptly. Blot with paper towels, then use clear water and paper towels.
10. **TABLES AND CHAIRS** that are set up must be cleaned and put back upon leaving.
11. **DISHES** used must be washed and put back. (Dishwasher is not to be used without permission from Trustees).
12. **GARBAGE** should be disposed of properly. A large garbage collector is located behind the church if it is needed.
13. If the **NURSERY** is used, everything is to be picked up and put away upon leaving.
14. **NO THUMB TACKS OR STICKY TAC** is to be used on walls (use masking tape only).
15. **EQUIPMENT REMOVAL** from the premises is prohibited at all times, except by a church group or attender. Items must be registered with the Church Secretary before and after removal.
16. **PETS OR ANIMALS** are prohibited by Pennsylvania law from entering the building (seeing-eye dogs are an exception).
17. **NO ALCOHOL OR SMOKING** is permitted on the church property at any time.