

Event Policies for Church-Related Functions

Facilities

A *Calendar Planning Worksheet* should be filled out and turned in as soon as possible but at least 2 weeks in advance of your requested date. If the need arises to make changes, please call the church office. **However, the form should be finalized at least two weeks before the event.**

Copies of Calvary's "Decorations, Dishes, and Tablecloths" booklet and building layouts are available in the church office, at the *Information Center*, or it can be viewed on the website under "Resources." Please keep in mind, the earlier paperwork is submitted the better chance you have of getting your request approved.

The coffee makers, coffee, and coffee supplies are also available for your use.

Set-up

- The requested tables, chairs, and décor items will be delivered to your reserved location; however, each group is responsible for the set-up of its own event unless other arrangements are made with the church office.
- Paper products will be in a bag along with the *Calendar Planning Worksheet* and placed on the counter in the Gym Kitchen by the Wednesday afternoon prior to the event.
- All other serving items (punch bowls, chafing dishes, glass plates, serving utensils, etc.) will need to be gathered by someone on your event committee, assuming those items have been requested on the worksheet.

Key

Please contact Lydia Williams (864.967.7803 or lwilliams@calvarysimpsonville.org) at least 7 days in advance of your function if you need to reserve a key.

- The key will be needed for unlocking and locking the building as well as accessing the vacuums, brooms, and trash bags in the storage closets.
- The building should be locked when the event is over.
- If you are the last one exiting the building, please push "exit" on the alarm pad before leaving. You will then have 30 seconds to exit the building. **All doors must be closed for the alarm to be activated.**
- The key should be returned to the office on the following business day.

Food Preparation

Please be reminded that, according to fire code, food may only be prepared in the Gym Kitchen (Main Kitchen). Dishes may be baked or heated but should not be prepared in the other kitchens.

Stove-top frying may only be done in the Gym Kitchen.

Clean-up

It is the responsibility of the person in charge to see that all areas are restored per instructions provided.

- All dishes should be washed and put away. All church-owned dishes **must** be washed in the dishwasher in the Gym Kitchen (Main Kitchen) according to its posted instructions. (It takes some time for the dishwasher to warm up to approved temperatures, so be sure you plan accordingly.)
- Countertops and sinks should be cleared and washed.
- Trash bags should be tied and placed in the dumpster behind the gym. If you are using the Administration Kitchen, place trash in receptacles located outside behind the kitchen.
- Floors should be swept and mopped. (Brooms and vacuum are located in the storage closets in each building.)
 - In the Gym between the bathrooms.
 - In the Administration Building hallway between the bathrooms.
 - In the Main Building hallway between the bathrooms.
 - In the Chapel in the room behind the kitchen.
- Chairs and tables should be set back up as needed for regularly scheduled Sunday events. **(Sketches of room setups are included in each packet of information placed at your event location.)**
- Décor should be returned to the labeled boxes. The boxes may be left in the room.
 - In the Administration Building – A-3
 - In the Chapel – back corner of chapel auditorium
 - In the Gym – kitchen
- Any remaining paper products may be left in the kitchen being used for the event.