

Regulations for Usage

Spring Glen Church may deny a guest or group future use of church property if any of the usage regulations outlined in this document are not adhered to, or if the facility is not left in proper condition after an event. This includes, but is not limited to: proper Safe Church practices and supervision of children, lights left on, doors not closed or locked properly, and clean-up not completed. If the House Committee and/or Sexton determines that additional costs were incurred to Spring Glen Church resulting from facility misuse, a deduction from the guest's security deposit will be made to cover extra clean-up costs and/or damage repair costs and/or excess utility expenses.

In the event of injury or property damage, immediately contact your House Committee Designee and the church Office Manager at 203-288-3381.

1. Space and Church Equipment Usage
 - a. No admittance to the basement Boiler Room for any reason.
 - b. No hazardous or illegal items or materials may be brought onto church property.
 - c. In the event of snow, plowing is not guaranteed. Cars may not be left overnight in the parking lot when snow will need to be cleared.
 - d. Folding tables and chairs must be returned to their original locations. Tables and chairs must not be dragged on the linoleum or carpeted floors.
 - e. Thermostats and other building equipment shall not be tampered with unless special permission is obtained in advance.
 - f. Use of space heaters of any kind is forbidden.
 - g. No use of church-owned equipment (including sanctuary sound system, kitchen appliances, and other electronics located in the building) unless agreed upon in advance in writing.
 - h. Unauthorized use of church supplies is not permitted. Supplies such as craft items and coffee service products are for the sole use of SGC-sponsored programs.
 - i. No thumbtacks, nails, or tape are to be used to post signs on finished surfaces. An exception may be made for blue painters' tape if it will be removed carefully and at the conclusion of the event.
2. Guest Behavior
 - a. Use of alcohol is not allowed on church property without the specific written approval from the Pastor. Use of drugs, firearms or fireworks on church property will result in immediate dismissal. Smoking is not permitted inside the church buildings or near the entrances.
 - b. Guests may not use or occupy any parts of the building other than the specific spaces they had pre-arranged through the church office.
 - c. Children must be supervised at all times, both inside and outside the building, as outlined in the Safe Church policy which was read and agreed to by the signing representative of each group. (Additional copies are available in the entryway and in the church office.)
 - d. Respect any other guests using the facilities during the same time.
 - e. Wedding parties and guests may not throw rice or rose petals.
3. End of Event
 - a. The building should be vacated by midnight unless other arrangements have been made in writing.
 - b. You must clean up after your event and leave the building in the same condition you found it, or better. All floors, counters, chairs, and tables must be cleaned, and all event-related items removed.
 - c. All garbage and recycling generated from your even should be bagged and tied and taken out to the appropriate dumpster – trash or recycling. Dumpster doors must be left closed.
 - d. Make sure all lights are off and all doors are pulled shut and locked when you leave. This includes all interior Fire Doors. Please note: the side door to the parking lot is on a timer, so it will lock automatically, but you must make sure that the front glass doors and the Glen Parkway side doors are locked.