

## Guidelines for Smith Assembly Hall and Kitchen Area

***The Smith Assembly Hall and kitchen may be used with prior approval by the Church Council. The reservation will be added to calendar in the Church Office after approval. You may check the church website to determine availability prior to submitting a request to the Church Council for approval. Church-related events are given priority on the reservation calendar. Otherwise, reservations are made on a first-come, first-served basis.***

***The following is applicable to members and non-members of Christiana Lutheran Church using the Smith Assembly Hall and/or kitchen.***

### **DURING EVENT:**

1. No alcoholic beverages are allowed anywhere on or in our church property
2. No disrespectful music may be played
3. No furniture, fixtures or equipment of any kind may be removed from the church premises for any reason.
4. The sound system must be operated by a church member who has been trained. Please inquire about availability of assistance if you need to use this equipment at your event. (Do not allow children to play in the sound system booth, with TV's or stage monitors).
5. All food and drink served at your event should to be removed from the building the same day as the event
6. All dishes, pots and pans, etc. used at your event should be washed, dried and returned to their proper storage location the same day as event
7. Empty and remove all trash from the cans and spaces in the kitchen and Smith Assembly Hall. Trash should be placed in the dumpster at the back of the building. Leave a message for the church office if the dumpster is overflowing. **(704.279.4655)**
8. Carpeted areas must be vacuumed the same day as the event. **NO EXCEPTIONS.** (A vacuum cleaner is located in the janitor's closet at the base of the steps by the cemetery side entrance.)
9. Tile floors in the Smith Assembly Hall must be mopped (**USE WATER ONLY**) the same day as the event.
10. Hospitality Area in the Smith Assembly Hall must be cleaned including, counters, sink and tile floor.
11. Return all tables and chairs to the arrangement in which you found them.
12. If the kitchen area is used, the floor must be mopped (**USE WATER ONLY**) the same day as the event.  
(A sponge mop is found in the same janitor's closet as the vacuum cleaner.)
13. Check to ensure all faucets are turned off in Smith Assembly Hall, kitchen and bathrooms
14. Check to ensure toilets in both restrooms are not running
15. Check to ensure all lights are turned off
16. Thermostat is on auto and if it needs to be adjusted, member present will handle.
17. Check to ensure all exterior doors are locked and make your final exit through the elevator lobby.
18. Temporary elevator lobby door code given for access to the space.

***By Signing below, I understand I am accepting responsibility for maintaining the above guidelines. Additionally, if there is any damage incurred to the Smith Assembly Hall, I am responsible for the cost of making any necessary repairs. If the Smith Assembly Hall is left unclean or in disorder I am subject to being billed \$200.00 for a commercial cleaning service & could forfeit all future usage. Please return this form to the church following the event.***

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Signature

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Date