

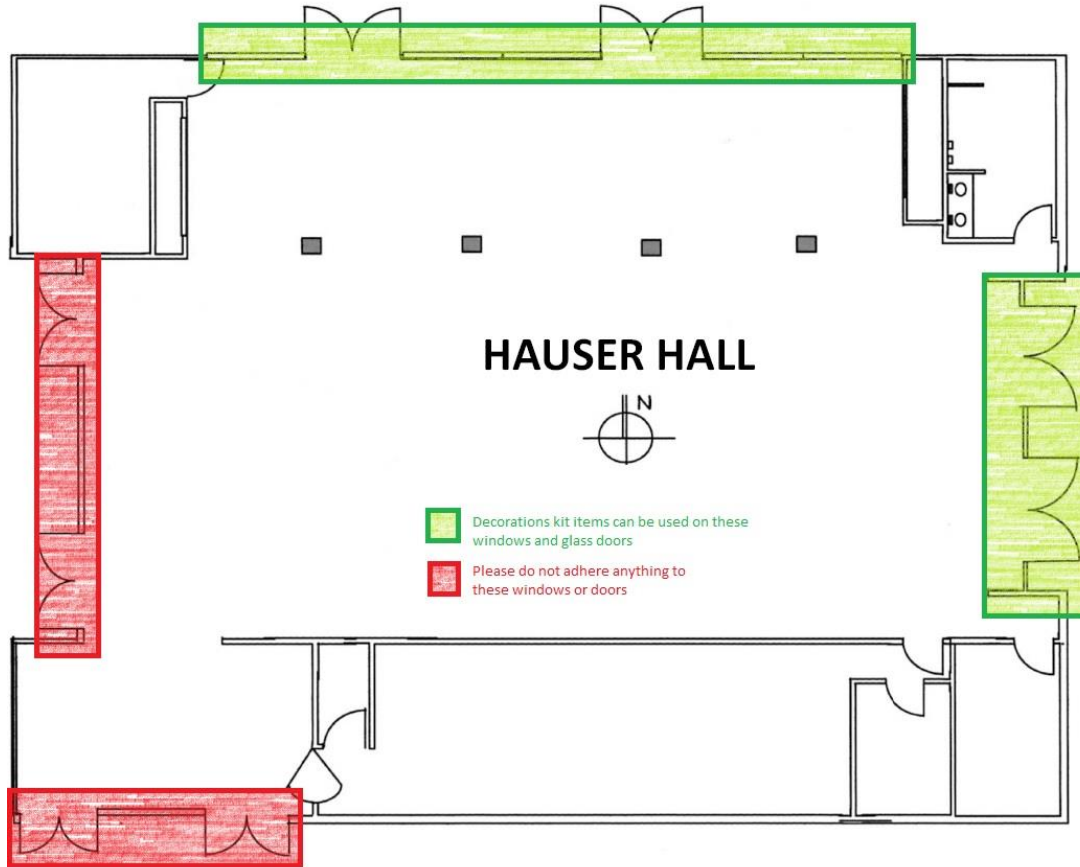
Guidelines for Hauser Hall

Hauser Hall is a shared space and the main parish hall of St. Mark's Episcopal Church. Community members must preserve it for the future use of others.

- Permission must be obtained for use of the facilities and all activities must be scheduled with the church and school master calendar. Community members must observe the guidelines set forth in the St. Mark's "Facilities Use Policy" as adopted by the Vestry. Copies are available in the church and school offices and the office of the Facilities Administrator.
- The Facilities Administrator must receive a Space Request form electronically or in writing at least 7 days in advance. This form includes furniture set-up, room diagram, and / or beverage service.
- Our fully-equipped commercial kitchen is only available for use coordinated by the Facilities Administrator and Flik Dining. Kitchen use must adhere to the St. Mark's Kitchen Guidelines.
- The delivery and pick-up of rental items must be coordinated in advance through the Facilities Administrator. Storage space is limited, and all items must be picked up on the next available business day. St. Mark's is not responsible for rental items.
- All use of Hauser Hall audiovisual equipment must be coordinated through the school or church offices. School events using this equipment must be scheduled via the online space / tech request form at least 7 business days in advance.
- Cleanliness is of the utmost importance. Any activities or events must be thoroughly cleaned up and put away. Community members must leave the hall as clean as you found it. Take your food home; throw your mess away; store your materials.
- Some food items for events are occasionally stored in pantry refrigerators and freezers. All items must be labeled with the date / name of event. Please throw food items away when the event is over.
- Adhering items to the wall or hanging decorations should be done with provided wires (already hung) and the provided command hooks in place. Volunteers and community members should NOT use glue, tacks, nails, or staples to decorate.
- Decoration kits with approved adhesives can be provided upon request. Please see the church or school offices.
- Please do not use adhesives of ANY KIND on the glass doors and windows on the west side / pantry / coffee bar area.
- Approved removable adhesives are allowed on the north and east windows and doors. Please see the graphic below for clarity.
- Helium balloons must be used responsibly, and tied to weighted anchors. No balloons should be allowed to float into the rafters.
- Alcoholic beverages may be served in accordance with the St. Mark's Church and School policies. Smoking and weapons are never allowed on the property.
- Direct and attentive adult supervision is required for all youth activities. This is an indoor space, and is not appropriate for balls, running, and outdoor games.
- Community members must report any damages or accidents to the Sextons, Facilities Administrator, or church / school office.
- Security of our campus is paramount. Exterior doors are operated with electronic locks, and should remain closed when not in use. Please do not prop doors open.
- Ladder usage is only permitted by volunteers when they adhere to these rules:
 - Be sure to place the ladder firmly on level, stable ground.
 - Do not use a ladder near doorways, entrances, exits, hallways, etc. without a spotter.
 - Do not use the top rung and the ladder top to stand on.

- If climbing higher than the 3rd step, use a ladder buddy to hold the ladder and spot for you.
- Use the 3-points-of-contact rule.
- Never lean over. Stop and move the ladder.

Regarding adhering to glass:



Thank you for caring for this shared space on our campus!