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I. **General Rules and Regulations for use of Westover UMC Facilities**

- The AV Systems/equipment, both in the Sanctuary and the Fellowship Hall, may only be handled/operated by the Music Director or other trained personnel approved by the Music Director or under the direct supervision of the Music Director. We take infringement of this rule as a major violation.
- No items or furniture may be moved in the Sanctuary, Hobby Chapel, Narthex, Nursery, Parlor, Fellowship Hall's stage area or out of the Church Buildings without the direct permission from the Pastor and/or Chair of the Trustees or their representative.
- No tacks, wires, tape (of any type), temporary hooks (3M type), or nails may be fastened to any part of the Church or Education Buildings, furnishings, including the walls, doors, windows, woodwork, pews and floors.
- No objects or decorations may be placed in/on the windowsills.
- No Alcoholic Beverages on or inside Church Facilities and Property at any time, including inside Vehicles on the Church Parking lots.
- No Smoking inside any of the Church Facilities at any time. A clearly marked Smoking area is provided in the paved parking lot behind the Education Building near the trash receptacles.
- No Food or Beverages inside the Sanctuary, Hobby Chapel or Narthex at any time.
- No Littering on the Church property or surrounding areas.
- No Loud Music in the Church parking lots or inside the Church Facilities at any time.
- No Pets allowed on or in the Church property or Facilities. Please leave your pets at home.
- All central HVAC systems and wall units must be turned off before leaving. Failure to do so may result in termination of recurring usage.
- Ensure all lights are turned off and that all doors are properly locked before leaving the premises. We require that you tug on the handle to ensure that the doors are locked. Any incident where a door is found unlocked may result in termination of recurring usage.

- Clean up any space and items/furniture you use. All should be returned to the original state in which you received it or better. See additional Cleaning Requirements/Rules concerning the use of all kitchen areas posted in both the Fellowship Hall and Wesley Hall Kitchens.
- Don't damage our floors or walls. When moving or setting up furniture (tables, chairs, etc.), don't push or pull it, pick it up. Don't push tables or chairs against the walls or columns.
- You must adhere to the church's Safe Sanctuary policy. Children playing on the playground must be supervised by two adults.
- All garbage should be bagged up and deposited into one of the garbage bins in the back of the Education Building.
- If the nursery is used, clean up all toys and return them to their proper places.
- If storage is required, we will do our best to provide storage at the discretion of the Chair of the Trustees or appointed representative. The church will not be held responsible for any lost, damage or missing items.
- The time assigned for the space to be used is to be strictly adhered to. The approved time slot includes the time you set foot into the space (including prep time) to the time you leave the premises (including clean up time). Westover UMC reserves the right to ask non-church people to leave the space for church activities beyond preapproved scheduled times.
- If there is a problem with the facility (i.e., bathrooms, lights, etc.), please contact the Chair of the Trustees or assigned trustee by the telephone numbers provided to you.
- You and/or your organization are responsible for the cost to repair all damages, whether intentional or unintentional, to the facility, equipment and/or furnishings. Church reserves the right to select the company to repair damages and/or purchase replacement equipment to ensure equivalent quality.