



Meridian Baptist Church  
660 South Third Street, El Cajon, CA 92019  
Phone: (619) 444-3171

## Facility Use Requirements

- a. There will be no use of tobacco products in the church buildings. No one may be allowed in any of our facilities if “under the influence” of any controlled substance.
- b. The use of nails, screws, or adhesive tape is prohibited in all church buildings. Posters, signs, flyers, etc. may not be mounted on walls, doors, windows or any equipment or structure that may be damaged. They are to be posted only on bulletin boards, cork stripping, or mounted on tripods. Special request can be submitted to the staff or Church Council for consideration.
- c. When using the facilities, return all furniture and moveable items to their original position; pick up trash and throw into dumpster in back of the pavilion, turn off lights, and if necessary, sweep floors. When leaving, lock all exterior doors even if there are people remaining in the facility.
- d. If a Sunday School classroom or other rooms have been reserved on a Saturday night, the user will set-up the room as needed for Sunday morning. A set up plan of the room will be furnished to the user.
- e. The piano and furnishings in the Sanctuary cannot be moved for piano recitals or concerts except by permission of the church’s music ministry staff or Pastor.
- f. No skateboards or roller blades are allowed on church premises.

## Rules and Regulations – Fellowship Hall (Bldg.200)

- a. Users of the Fellowship Hall must obtain authorization by submitting a Meridian Facilities Use Application.
- b. The person reserving the Fellowship Hall is responsible for turning off lights and locking up (Check closets, storage rooms, and bathrooms).
- c. All activities must be supervised by an adult (18 years of age or older) approved by the church.
- d. Place all trash in appropriate receptacles before departing and use dust mop when finished playing.

- e. Appropriate athletic shoes must be worn while playing basketball, and posted suggestions and recommendations to ensure proper use of all furniture and equipment must be observed.
- f. "Horse Play"/roughhousing that could compromise the safety of oneself and/or others or that could result in damage to equipment, walls, doors, or the ceiling is strictly forbidden.
- g. No profanity, alcohol, drugs, or tobacco is permitted on church property.
- h. Do not drag tables or chairs across the Fellowship Hall floor and put all equipment back in its proper place.
- i. A First Aid Kit is located in the Church office reception area. Notify the appropriate church staff member in case of injury or emergencies. Complete an Accident Report and provide a copy to the Church Office and the injured individual or parent/guardian.
- j. Meridian Baptist Church is not responsible for injury or accident occurring while using the facilities.
- k. No athletic equipment shall be taken off the grounds, except for church related functions. Equipment that poses a safety hazard to the user or others such as skateboards, bicycles, roller skates, roller blades etc. shall not be brought into the building
- l. No Petting Zoos allowed in the facility. No animals (other than service animals) will be allowed in facilities without prior approval of the Building and Grounds Committee.

### **Rules and Regulations – Kitchen (Room 206)**

- A. The use of the kitchen by organizations or program groups within the church body will be scheduled on the church calendar at the church office.
- B. Request for use of food service facilities must be reserved through church office.
- C. If kitchen equipment or materials are used, a responsible individual must be designated and approved by the Fellowship Committee, or other authorized personnel. This individual will be accountable for the cleanliness, security, and use of the facility and equipment.
- D. If meals are to be prepared in the church kitchen, a member of the Fellowship Committee, or an individual specifically authorized to operate the kitchen equipment, will demonstrate the equipment that will be used to prepare the meal.
- E. All groups, with the exception of church-wide events, are expected to provide consumable items such as plates, napkins, sugar, punch, etc. For church-wide events request needs of paper products to the kitchen committee, or other authorized personnel.
- F. Kitchen equipment and materials are for church functions only and are not to be removed from the kitchen and dining area without approval of the Fellowship Committee. Items for church functions away from kitchen and dining areas can be checked out using the Equipment Check-Out Form. Individuals who check out equipment will be directly

responsible for the care and return of such. The individual will be assessed for damages or loss.

- G. Sunday School classes, Bible study groups, choirs, etc. are expected to provide their own equipment and refreshments served in their classrooms/gathering areas. Borrowed kitchen items must be returned to the kitchen after each use.
- H. Groups and responsible individuals are expected to leave the food service area completely clean. Trash is not to be left in the kitchen over night. Place trash in the dumpster located outside the kitchen.
- I. Towels, dishcloths, potholders and aprons must be laundered and returned to the kitchen within three days.
- J. Wash hands thoroughly before working in kitchen. Use plastic disposable gloves when handling food.
- K. Do not leave leftover food in the refrigerators. The food will be disposed of if left overnight unless church staff is notified that it will be picked up the next day.
- L. The food in the refrigerator and freezer may be designated for scheduled events at Meridian Baptist Church. Do not use or remove any of these items
- M. Groups or individuals using the kitchen must complete a Checklist for Use of Kitchen and return it to the church office, or Fellowship Committee.