

## Care and Use of the Large Auditorium

A supplement to the Building Use Guidelines of Eastminster United Church

### 1) PURPOSE

During the Spring of 2009, the Large Auditorium was upgraded to a standard consistent with the rest of the church building. This document has been developed to outline requirements for basic care of the Large Auditorium and to define limits on its use. The purpose of these guidelines is to ensure that the Large Auditorium will remain in excellent condition for future years.

### 2) USAGE

Specific arrangements must be made for use of the Large Auditorium. In addition to the Building Use Agreement of Eastminster United Church, use of the Large Auditorium requires certification by the user(s) that they have read, and agree to comply with, these guidelines.

The person who signs the Building Use Agreement, unless otherwise specified, shall be considered 'Supervisor' for the event and will be responsible for ensuring compliance with the guidelines for the Care and Use of the Large Auditorium.

A copy of the signed Agreement will be kept by church staff.

### 3) ACTIVITIES PERMITTED IN THE LARGE AUDITORIUM

- banquets
- parties (Christmas, birthday, anniversary, etc.)
- stage productions, fashion shows
- market activities (yard sales, rummage sales, bazaars)
- badminton and table tennis
- floor hockey, scoop ball and other floor games  
ONLY IF church-approved equipment is used
- other activities for which prior church approval has been given

### 4) ACTIVITIES NOT PERMITTED IN THE LARGE AUDITORIUM

- use of alcoholic beverages
- gambling
- open flames, excluding tea lights and chafing dish burners for which prior approval has been given
- games and equipment which have not been approved

5) **CARE OF THE GENERAL AREA**

All users are to ensure that the facility is cleaned up and left as it was found. Unused food, garbage, cardboard and containers must be removed prior to departure.

Dyes which might stain the flooring are forbidden. (eg. McDonald's Orange Drink)

Sharp objects which may scratch or puncture the flooring are forbidden.

6) **CARE OF THE FLOOR AREA**

**Approved footwear:**

All normal footwear is acceptable, including soft-soled running shoes except as noted below.

**Footwear NOT permitted:**

Black-soled running shoes are not permitted for sporting events. Roller blades or footwear with rollers are not permitted at any time.

**Tables/Chairs:**

Care must be taken when setting up or moving tables and chairs to ensure they are not dragged on the floor. All table and chair legs must have a protective covering on the bottom. If a user finds a furnishing with an unprotected leg, it is to be labelled and set aside for the Property Superintendent.

**Heavy items:**

For yard sales or any event for which items are brought into the Large Auditorium, care must be taken to ensure that all heavy items are placed on canvas or another protective surface. Heavy items must be lifted as required or transported on a dolly. CARE MUST BE TAKEN AT ALL TIMES TO ENSURE THAT ITEMS ARE NOT DRAGGED ON THE FLOOR.

7) **POSTINGS**

Approved notices shall be placed only on designated bulletin boards. No nails, stick pins or glue shall ever be used on the walls. The only tape allowed to be attached to walls is masking tape.

8) **ENERGY CONSERVATION**

Only lights which are necessary for the event shall be used. A diagram of light fixtures and switches is posted at the west stairway in the Large Auditorium. When the event has ended, all Large Auditorium lights are to be turned off. If necessary, the hallway lighting may be left on for personnel using the kitchen.

9) **INSPECTION**

The Property Superintendent, or his relief, will normally be the first representative of the church to visit the area after a function. Any indication of non-compliance with these guidelines, including loss or damage, will be reported in writing to the Chairperson of the Standing Committee on Property who will determine and execute an appropriate response.