

Facility Usage Expectations

NO ALCOHOLIC BEVERAGES ON CHURCH PREMISES AT ANY TIME. Any person entering the premises showing signs of the effects of alcohol or drugs will be asked to leave immediately.

NO SMOKING – Lincoln Hills is a smoke-free facility. Smokers may smoke outside, away from entrance doors.

NO PETS allowed in the building at any time. Service animals ONLY accepted.

DANCING in good taste is permitted in the building. Anyone not using good taste will be asked to refrain from dancing.

All exits must be kept clear and accessible at all times, in accordance with fire code.

Food and drink are to be kept in designated food area(s).

There must be no use of nails, screws, wires or tape of any kind on the furnishings, fixtures or walls. Feel free to use “plastic tack.”

Children must be supervised at all times by a responsible adult. Children are not allowed to roam the building, and must remain in the room contracted for the duration of the function.

Stage, all musical instruments, microphones & sound equipment are for AUTHORIZED PERSONNEL ONLY. This area is off-limits at all times to children and unauthorized adults.

Sound Room is off-limits. Only LHCC Sound Technicians may operate audio/visual equipment. If you need a Sound Technician for your event, schedule one through the office in advance.

If you are using a caterer for your event, he/she is expected to provide all equipment and supplies, such as serving and eating utensils, towels, trash bags, foil/plastic wrap, cups, plates, coffee, creamer, sugar, etc. If you are providing food/refreshments, you are expected to do the same.

Tables/tablecloths/chairs (or any furnishings/décor) are not to be removed from the building.

Use of LHCC tablecloths is limited to LHCC members only; cloths must be arranged for through the office. Washing, drying, putting away is responsibility of user. This, also, must be arranged through the office, and is to be done at the church

I agree to follow the rules. Name _____ Date _____