

# Facility Usage Expectations

To best steward our facility, please read and agree to the following expectations:

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 tacky putty or command strips.

For their safety, 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 Booths are off-limits. Only LHCC Sound and Slide Technicians may operate audio/visual equipment.

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

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

Use of LHCC tablecloths must be arranged for through the office. Washing, drying, putting away is responsibility of user. This, also, must be arranged through the office.

**NO ALCOHOLIC BEVERAGES ON CHURCH PREMISES AT ANY TIME.**

**NO SMOKING** – Lincoln Hills is a smoke-free facility.

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

To consider other groups and the Housekeeping Ministry, you may only use areas that have been reserved.

We hope your event is a great success!