

New Hope Presbyterian Church

Church Usage Courtesy

A few “Golden Rules” of common sense regarding building use:

- Leave it *at least* as neat as you found it: pick up, put away, straighten.
- If you take it, return it!
- Do basic wiping off and straightening of furniture and room. If you leave it unmarked and not put away, consider it trash.
- Don’t assume, ask someone.
- If the custodian put it up, he will tear it down. If you set it up, please put the room back together the way you found it unless you have checked with Jill and know you can leave the room set up.
- If you are the last out, please check rooms and bathrooms for lights off and ALL 6 exit doors must be checked for being locked and shut, esp. at night.
- We ALL must supervise the kids, no matter where, when, and how old. Older kids cannot be allowed to be on the toddler playground.
- If you bring kids to church with you for your meeting, you must straighten any room they were in during your meeting, i.e. nursery, Library, youth room, upstairs, and the cafe. Please check those rooms.

Custodians responsibilities:

(30 hrs/wk, M-F 8 a.m.-1 p.m. & Sat. 6-11 p.m.)

- General housekeeping and cleaning-Vacuum, mop, windows, bathrooms.
- Normal room set up/tear down for meetings when he is asked to help (helps with Sanctuary set up). Jill manages the calendar and set up instructions for the custodian.
- On-call to Preschool/MOPS/Parents’ Day Out needs in the mornings.

FYI. The church hosts the Preschool or MOPS group Monday thru Friday starting at 9:00 a.m every week of the school year. Rooms must be ready and clean when they come in.

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“What am I asking you to do?”

1. **Convey this information** to all your team personnel.
2. **Insure follow up** on your team’s part; don’t take it for granted.
3. Put this information into the hands of all **caregivers** your teams use, the nursery and youth rooms are the worst abused rooms after hours.
4. When you walk into a problem room, **follow up with that team or team leader** to let them know that, “The room needed attention after your last meeting.” Email Jill asking her to forward your message if necessary.
5. **Don’t get mad** or defensive; it really is just common courtesy and easy to overlook when we are busy and trying to get home after a busy evening.
6. **Building/Grounds** manages the custodial function and will follow up with custodian and Jani-King if necessary. Jill coordinates the day-to-day instructions and coordinates calendar needs and room set up. Let Dave Ayars know of problems (317-490-2791).
7. *Before your team/group leaves the building, **look around and make sure any rooms you or your children were in are clean and straightened up.***

Thank you for your cooperation and follow through. Everyone appreciates it!