

# Collingswood Presbyterian Church

## **Building Use Guidelines for Visiting Groups**

Greetings and welcome to Collingswood Presbyterian Church!

We are so pleased that we can assist you in your organization's mission!

This note is to explain a few basic guidelines to share with your group:

1. Please remind your group to stay in the room(s) you requested to use.
2. We very much appreciate your returning the furnishings to the places where you found them.
3. Please switch off the lights and air conditioner when you finish in the room.
4. Please notify us if you find anything damaged or broken in the room.
5. Activities involving food and beverages are restricted to the lounge (which is located between the sanctuary and Calvin Hall) and to the dining area in the basement. After your event, please remove the garbage bags from the garbage bins in these areas and dispose of them in the trash cans on the South side of the church (near the Episcopal Church next door).
6. Groups using the sanctuary or lounge should use the bathroom in Calvin Hall. Calvin Hall is the large room at the end of the hallway. Turn left coming out of the lounge or go to the end of the hallway to the left then right when coming from the sanctuary. When you enter Calvin Hall the bathroom is in the short corridor to your right. There are cleaning materials in the bathroom. We ask that you wipe surfaces when you finish.

If you are renting the space, please slip the payment under the Church Office door which is found at the far end of Calvin Hall on the left.

Thank you and may God bless your time with us!

Contact: Bill Ostrem, Property Chairperson, 612-770-3236

Rev. Robert Higgs, Pastor, 609-226-6678