



FACILITIES USE PROCEDURES

To be used in conjunction with the
Cannon Church Facilities Use Policy

As approved by the Board of Trustees on
October 23, 2018

Cannon UMC Facilities Use Procedures

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Cannon UMC Facilities Use Procedures

1. Introduction

This document provides area-specific procedures for the use of the sanctuary, kitchen, fellowship hall, and other buildings as a supplement to the Cannon UMC Facilities Use Policy. Relevant sections of the Policy are cited for reference. Individuals and groups from Cannon, community organizations approved to use the facilities, and service providers approved to use the facilities must be familiar with the Cannon UMC Facilities Use Policy and these Facilities Use Procedures.

2. General Guidelines for Use of Facilities

See Section 4 of the Cannon UMC Facilities Use Policy for guidelines that apply to all areas of Cannon's facilities.

3. Sanctuary

See Section 6 of the Cannon UMC Facilities Use Policy. All decorations in the sanctuary must be approved by the Facilities Manager or Board of Trustees and comply with the following:

- Decorations placed in the sanctuary will be temporary and tasteful. Decorations should not detract in any way from the beauty of the sanctuary. Only real flowers may be used on the altar.
- The protection of carpet and furnishings is very important. Therefore, dripless candles are required and protective covers must be placed under candles, plants, and flowers.
- Nails, tacks, staples, tape, or glue may not be used to secure decorations to the sanctuary furniture, pews, or walls. Only ribbon or rubber bands may be used.
- It is the user's responsibility to remove decorations from the Sanctuary within one hour after finishing use.

4. Kitchen

See Section 7 of the Cannon UMC Facilities Use Policy.

The church has provided the kitchen for food preparation, cooking and serving and has equipped the fellowship Hall for multiple use including food service. Users shall abide by the policies, procedures and guidelines stated herein and by the event booking which has precedence over this document.

Priority of use

Priority One: Cannon services, programs, group, organizations and activities.

Priority Two: Cannon Sponsored groups and programs.

Priority Three: Non- church related non-profit community groups.

Application, Reservation and Calendaring

All users of the kitchen shall schedule events through the On-Line Calendar Event Request (see Cannon UMC Facilities Use Policy Section 3). No event or activity can be conducted until posted to the official master calendar. Requests for use of the kitchen by outside groups must be a minimum of three (3) weeks in advance.

Church Representative/ Kitchen Committee

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The church does not have a food service manager. Therefore, the Kitchen Committee is assigned responsibility for monitoring and managing the kitchen and food service activities.

Inside Groups (Priority One and Two): If your ministry is using the kitchen, you as the staff representative will oversee and insure your group is utilizing the kitchen properly and cleaned after the event as per the check list provided at booking and posted in the kitchen for your convenience.

Outside Groups (Priority Three): A staff or Kitchen Committee member, whether present or not, will take responsibility to insure the kitchen is properly cleaned and inspected by your group after the event. Please be sure to clean up after yourself as per the Kitchen Checklist which is provided at booking and posted in the kitchen for your convenience.

Repeated misuse of these responsibilities may limit or restrict future access to the facilities.

Custodial and Clean up:

- **PRIOR TO USE YOU MUST BE TRAINED ON KITCHEN POLICY'S/ PROCEDUES BY A MEMBER OF THE KITCHEN COMMITTEE**
- Food brought in and temporarily stored must be adequately packaged for protection against contamination and labeled with the name and date of the owner. (Labels provided)
- Because of limited space, frequent kitchen use and multiple users, food may be brought in no earlier than the day before the event. Occasionally, the Kitchen is used on successive days by different users. When this occurs the subsequent user usually would not bring food in until the preceding user vacates the kitchen. (Please verify with the Church Receptionist before the event)
- Meats shall be properly enclosed to prevent dripping during refrigeration.
- Raw meats should be placed on the bottom shelf during refrigeration to avoid possible drippings from contaminating other foodstuffs.
- Church groups may leave condiments in the kitchen or refrigerator, but they should be labeled with the group name and date opened. Other users are expected to furnish their own condiments but may leave unused condiments for church use with a label showing opened date. The Kitchen Committee, at its discretion, will periodically dispose of outdated condiments.
- Stovetops and splashboards are to be cleaned and wiped after use.
- Countertops are to be cleaned and left free of clutter.
- Any surface used for meat preparation shall be thoroughly cleaned and disinfected after use.
- All pots, pans and utensils are to be washed and sanitized with hot water after use and returned to their appropriate area.
- Dish towels, potholders and other cloth items to be cleaned are placed in the basket by the sink in the kitchen for the Kitchen Committee to wash and return to the kitchen.

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- All trash and garbage shall be removed from the Kitchen and food service areas immediately after the event and placed in the dumpster, located in the adjacent parking by the HVAC handler, using extreme care to avoid spills. Liners are best left in the cans when transporting garbage to the dumpster. Any spills are to be tended to immediately.
- Trashcan liners are to be placed in the trash/garbage cans after emptying. Trashcan liners are provided and are located in the cabinet by the icemaker.
- Spills and food dropped on the floor of the food serving area are to be cleaned up and the area mopped as needed to leave the area cleaned. (If on a carpeted area, please clean as best you can, but inform the Kitchen Committee so we can get custodial to help with the floors).
- Tables, tablecloths, table arrangements, chairs are to be placed back as found unless authorized otherwise.
- Church owned Kitchen equipment shall not be used off the church property except with prior approval of the Kitchen Committee.
- Once event is completed, turn off the lights, lock the roll window, close and lock the kitchen.
- Be sure everything is turned OFF as per the Kitchen Check list (attached or located in the kitchen).

The general rule is "Leave it better than you found it."

5. Fellowship Hall

See Section 8 of the Cannon UMC Facilities Use Policy

a. LCD Projector and Sound System

If a group requests the use of the LCD projector and/or sound system in the Fellowship Hall on the Request for Facility Use Form, they will be referred to the Minister of Worship Media to be briefed on proper use of this equipment. After use, all equipment must be turned off and microphones and cords returned to the storage closet.

b. Tables and Chairs

Tables and chairs are stored in the equipment closet of the Fellowship Hall. Groups using the Fellowship Hall are expected to remove the furniture they need from the closet and return it to the closet when finished.

c. Cleanup

The group's responsible individual must ensure trash is taken out to the dumpster.

6. Youth Center

a. Audio and Video Systems

Anyone needing to use sound or video (including microphones, projectors, or other audio needs) will need to have that request approved by the Youth

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Minister, who will arrange for the group contact to either be trained to use it or a church contact to come and set things up.

b. Kitchen

There is an oven, refrigerator, and sink in the Youth Center. The sink can be used as needed. The refrigerator is locked and must be requested and opened by the Youth Minister if needed. The oven, as well as any necessary kitchen accessories, should only be used with prior approval. Groups are required to bring the paper products and other items that are needed for their event. However, there are some basic supplies in the unlocked cabinet in the island and in the unlocked utensil drawer that are available if needed.

c. Musical Equipment/Stage

The musical equipment is off limits and the stage should only be used as needed as a stage for your event, and not a place for children to play. Any damage to musical equipment may be charged to your group.

d. Recreational Equipment

There is a ping-pong table and 4-square court located in the youth center. If your group intends to use either of these, the Youth Minister needs to approve it at the time of your reservation.

e. Tables and Chairs

Round tables and chairs are available for your use, but should be returned when your event is over.

f. Cleanup

Groups are required to clean up after their event, which includes all trash and dishes. There is a recycling bin for plastic bottles and cans and another for office paper that we encourage you to use and to help us keep free from trash.

7. The Pavilion

See section 7 of the Facility Use Policy

a. Pavilion Floor

Ministry groups using the Pavilion may not use chalk to mark the concrete. Instead use removable masking tape or painters tape.

b. Tables and Chairs

Tables and chairs are available for use, but the group must obtain, setup, and return any chairs or tables used at the pavilion. Please notify your staff liaison to determine which tables and/or chairs are available for use.

8. Angel House and Cherub Cottage

See Section 9 of the Cannon UMC Facilities Use Policy.

a. Kitchen

Ministry groups using the kitchen are expected to leave the food service area cleaner than they found it and must comply with the following procedures:

- i. At no time shall minors be left alone in the kitchen area.
- ii. The kitchen should be left clean and neat
- iii. No leftovers are allowed in the refrigerator.

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- iv. Appliances in kitchen should be checked to make sure they are turned off.
- v. Dishes, silverware, and cooking utensils are to be washed and put away.
- vi. Trash is not to be left in the kitchen overnight. The group's responsible individual must ensure trash is taken out to the dumpster.

b. Security

- i. Angel House and Cherub Cottage keys or entrance codes given should not be duplicated nor shared with anyone who is not familiar with and accepted the responsibilities of the Cannon UMC Facilities Use Policy and these Facilities Use Procedures.
- ii. A report should be made to the Facilities Manager in the event that a key to any outside access to the Angle House or Cherub Cottage is lost.
- iii. Before leaving the facility, users will check that all lights are turned off, thermostats are reset, and that the house is properly locked.

9. Hope House

See Section 10 of the Cannon UMC Facilities Use Policy.

a. "Prayer Bearers"

The Hope House includes a material storage and assembly facility for the production of "Prayer Bearers." That area will remain within the direct control of designated personnel and will not be available for other purposes.

- i. The Director of the "Prayer Bearer" Ministry will maintain a list of those individuals in this ministry who are authorized to receive a key to the "Prayer Bearer" production area.
- ii. Access to the Prayer Bearer area in the basement is open to individuals or groups who want to work on the bears or who need to get material to make bears. For safety reasons, there should always be at least two people in the basement when working on bears and doors should be kept locked when working in the house. There is a separate locked entrance from the back of the house. Keys are distributed to the Director, Assistant Director and Delivery Coordinator by the Facilities Manager.
- iii. During church office hours anyone who is on the access list needing access can get a key from the Facilities Manager. When finished, facility users must turn all lights off, properly lock the house, and return the key to the Facilities Manager.
- iv. Anyone needing access outside of church office hours should contact the Director or Assistant Director.

b. Conference Room

Use of conference rooms should be according to the mission of the Cancer Ministry or other Caring Ministries. Tables and chairs should be left in place with the rooms left cleaner than when found. At the termination of all meetings, tables and chairs should be returned to their original location.

c. Cancer Ministry Office

The office will remain locked at all times and will be used only by the leadership of the Cancer Ministry.

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d. Kitchen

Ministry groups using the kitchen are expected to leave the food service area cleaner than they found it and must comply with the following procedures:

- i. At no time shall minors be left alone in the kitchen area.
- ii. The kitchen should be left clean and neat
- iii. No leftovers are allowed in the refrigerator.
- iv. Appliances in kitchen should be checked to make sure they are turned off.
- v. Dishes, silverware, and cooking utensils are to be washed and put away.
- vi. Trash is not to be left in the kitchen overnight. The group's responsible individual must ensure trash is taken out to the dumpster.

e. Security

- i. Hope House keys given to leaders should not be duplicated nor shared with anyone who is not familiar with and accepted the responsibilities of the Cannon UMC Facilities Use Policy and these Facilities Use Procedures.
- ii. A report should be made to the Facilities Manager in the event that a key to any outside access to the Hope House is lost.
- iii. Before leaving the facility, users will check that all lights are turned off, thermostats are reset, and that the house is properly locked.

Addendum A: Kitchen Checklist

Kitchen Check List:

- PRIOR TO USE YOU MUST BE TRAINED ON KITCHEN POLICIES/ PROCEDUES BY A MEMBER OF THE KITCHEN COMMITTEE**

Kitchen Prep:

- TURNING ON THE RANGE (PLEASE do the steps in order as noted below to avoid gas leaking):
 - Ensure the vent hood is turned ON
 - Gas line is turned ON
 - Light the Pilots ensuring the range control knobs in the OFF position
- Turn ON the Dishwasher (If using- takes time to warm up)

Best Practices:

- Spills (Please mop up all spills while kitchen is in use)
- Wipe Down
 - Stove and splash boards
 - Counter tops (please keep free of clutter)
 - Any surface for meat preparation must be properly sanitized
 - All pot, pans and utensils be cleaned and returned where you found them.
 - Ensure sinks are cleaned and free of waste

Kitchen Shut Down

- Remove all trash from kitchen and rooms utilized for food services. Trash bags are in the cabinet by the ice maker.
- TURNING OFF THE RANGE (PLEASE do the steps in order as noted below to avoid gas leaking):
 - Turn off the burners ensuring ALL range control knobs are turned to the OFF position
 - Gas line is turned OFF
 - Ensure the vent hood is turned OFF
- Turn OFF Convection oven
- DRAIN the dishwasher and then turn it OFF (instructions provided above the washer).
- Be sure ALL appliances are in the OFF position (except refrigerator and freezer).
- Close and lock the rolled window
- All tables and chairs be returned to original set up (see diagrams posted in rooms on the 2nd and 3rd floors).
- Turn off all lights
- Lock kitchen doors
- General Rule "Leave space better than you found it"

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