

St. Andrew United Church of Christ
GOOD NEIGHBOR POLICY

WELCOME to all who use these buildings and facilities. St. Andrew Church is fortunate in having facilities which can be of service to so many different groups. A minimum effort on the part of all who use these facilities will mean inconvenience to other users will be avoided. THANKS FOR BEING A GOOD NEIGHBOR!

1. Key holders—unlock only the rooms and area where activity is to occur. Users should not enter other areas of building to which groups are not assigned.
2. If you are a key holder, or had a key assigned temporarily, do not have the key duplicated. If additional keys are necessary, contact the Building Administrator or Office Administrator.
3. Key holder and users should make every effort to insure good fire-safety practices are observed by all.
4. Key holder and users should promptly report anything out-of-order to the Building Administrator, Building & Grounds Team, or Office Administrator.
5. Restrooms—it is responsibility of the Key holder or user to see that they are left in clean and orderly condition.
6. If user group rearranges furniture please make sure it is returned to its original arrangement.
7. Before leaving building, key holder and user group should insure:
 - Waste baskets are emptied and garbage is contained.
 - Soft drink/beverage containers are disposed of properly.
 - Beverage, coffee, or food spills are cleaned up.
 - Kitchen is clean and orderly.
 - Furniture is properly arranged.
 - Lights are turned out.
 - Door and windows are closed.
 - If outside area was used, insure lawn, walkways, and parking lot are free of debris.
 - A copy of the policy is to be kept posted as nearly as possible to each outside door, in the Fellowship Hall area, and other appropriate locations.
 - Thermostats are adjusted to 60° during cold weather; 80° during warm weather

SAC FORM 1002 (New 12-02)