

Use and Care of MVUUF Spaces During and After MVUUF Events

Furnishings: If you need to move furniture or other items, please note their position and replace them there. Some find it useful to take a picture first.

Alcohol Use: Moderate amounts of alcohol may be served with a meal or as part of the service/celebration, but may not be sold and non-alcoholic beverages must also be served. Event sponsors are responsible for the behavior of persons attending the event (during and after). Alcoholic beverages shall not be stored on MVUUF property, except in a locked location, or otherwise inaccessible to minors. Any adult member or employee shall have the authority to dispose any alcoholic beverage found to be stored in violation of this policy.

Use of Other Substances: Use of tobacco products inside the building is prohibited. Tobacco use outdoors is permitted provided it does not create an environment that is injurious to others. The possession of illegal substances on MVUUF property is strictly prohibited. The burning of incense, sage, scented candles or other products, and similar materials is not permitted inside the MVUUF building. The burning, by adults, of non-scented candles and oils is permitted, as is the burning of small quantities of paper as required for ritual purposes, provided that a fire extinguisher is readily available in the immediate vicinity. Artificial air/scent enhancers are prohibited.

Outdoor Fires are not permitted on the premises unless you have received permission from the Operations Rep (form available from the Administrator). The Fire Department requires prior notification. Fires must be at least 30 feet from any part of the building, with a working hose ready nearby, and never left unattended by an adult.

Surfaces and Floors: Please clean up all spills and debris. There is a broom in the kitchen pantry and small carpet sweeper in the Sanctuary storage closet. If needed, a vacuum and wet mop are in the Custodial Closet just inside the Women's Restroom. The front door key unlocks this closet.

Linens: Soiled linens should be washed in unscented detergent and returned as soon as possible. Clean linens can be folded and put away. Tablecloths and napkins are in the cabinets on the southeast end of the Gathering Space. Dishtowels are in the drawer to the right of the kitchen sink. Available paper products are for use at Fellowship sponsored events, but not provided for private events. Availability is inconsistent so you should verify in advance that you'll have what you need.

Trash and Recycling: If trashcans are full, please empty them in the dumpster behind the kitchen and replace the bags with new from the pantry. We do not have recycling pickup. Please take any recyclables with you for home pickup or drop off at the solid waste transfer station. If you are unable, place them in the recycling containers in the kitchen. Or, feel free to empty and return these containers as well. Paper and cardboard can be placed in the Paper Retriever dumpster at the far end of the parking lot.

Kitchen: Please wash and put away any dishes you use. If you run the dishwasher, turn the magnet to "clean" so it's clear that the dishes are ready to put away. Do not leave dirty dishes in the sink! Clean food/drink spills from surfaces and floors to deter pests, but it is not necessary to mop. Mark the date on food or open beverages you are leaving with intent to donate to MVUUF. If you wish to save for a specific upcoming MVUUF group or use, please label with that group or use. Any food not in a sealed container should be placed in fridge.

Restrooms: If the restrooms are in need of toilet paper, it can be found in the Janitor's Closet (located in the Women's Restroom). Please verify that no toilets are "running."

Lock-Up Checklist: This "Use And Care..." list and a one page lock-up checklist are on the window in the entryway, and in the PC Chair mailbox. Please consult them.

Please see the MVUUF Policy Manual at mvuuf.org/governance for complete information on Facility Usage.