

BUILDING USE GUIDELINES FOR CALVARY UMC Updated June 2020

Leaders of the Bldg. Use Group or Single Event Users are asked to initial each item to indicate their agreement to comply with these guidelines

_____ 1. SECURITY WHEN BUILDING IS IN USE.

When your organization is using any room except for the kitchen and sanctuary, they are required to lock all the doors to the building on both the Madison Avenue side AND the parking lot to deter entrance by unwelcomed visitors once your program / activity has begun. Your attendees are to utilize only the white doors off the parking lot except for emergency exit. An exception for locking the doors is made for the AA/ NA Meetings unless otherwise notified. The reason for this rule is that unwanted guests can easily enter the building and not be heard or noticed when individuals / groups are upstairs, in the Lounge or Fellowship Hall.

_____ 2. HANDICAPPED, STREET PARKING, AND PARKING LOT.

- a. Parking in the reserved and handicapped parking spaces near the white entrance doors is for persons with the proper handicap identification displayed in their car window or license plates.
- b. Street parking is allowed on both Madison Avenue and the side streets except when prohibited by the Boro of Dumont (generally between October 15 and April 15)
- c. Double parking in the lot is NEVER allowed.
- d. **Entrance and exit for the parking lot is from Cooper Street only.** The driveway at the west end of the parking lot is PRIVATE and not to be used except by the homeowners and emergency vehicles.
- e. The parking lot is not to be used for playing baseball or soccer near the sanctuary. The basketball hoop at the rear of the pastor's house can be used unless otherwise notified at the time by the pastor.
- f. The noise level in the parking lot can be an issue for our neighbors. Therefore, we ask that the parking lot is empty **no later than 11:00 PM** and that all persons keep their conversations "low" prior to that time to remain compliant with the sound ordinance in the Boro of Dumont.
- g. The parking lot is NOT available for extended or overnight parking without permission from the Pastor or Trustee of Calvary United Methodist Church. To request such permission in an emergency, call 201 384 3630 and follow the prompts on the recording.

_____ 3. ALCOHOL, DRUGS AND SMOKING (all types of cigarettes).

Consumption of alcoholic beverages, use of drugs or smoking within the building is prohibited. Smokers are asked to stand far away from the church and office doors if they are smoking, and to discard ALL cigarettes safely in the **cigarette butt disposal receptacle** placed at the corner of the church building.

4. STORAGE AND DISPOSAL OF FOOD, RECYCLING AND TRASH

- a. Food is to be kept in airtight or sealed containers to deter attracting rodents or insects. Food and beverages that are not marked with the building user's name and left in the refrigerator will be discarded.
- b. **Styrofoam** cups are to be discarded in the **trash cans**. Cardboard that has food residue, such as PIZZA and CAKE BOXES, ***are to be flattened and discarded in the TRASH CANS ONLY.*** Every group and attendee are asked to **recycle glass, plastic, aluminum, and "clean" cardboard / paper by using the designated bins in the hallway off the kitchen.** Please rinse all **plastic or cans** before placing them in the recycling cans. If the food residue cannot be rinsed off, please dispose of the item in the trash can. **Cardboard boxes are to be taken directly to the trash can bin area outside. Please DO NOT leave cardboard boxes in the hallway.**
- c. Diapers should be bagged and taken home or to the trash cans on Cooper Street upon leaving the building. Food and beverage garbage should NOT be left in the trash cans or rooms ANYWHERE outside of the kitchen.

Garbage from your event is to be bagged (extra bags are on the handle of the trash cans), placed in a can (found in the wooden holder by the Cooper Street curb), and taken to the curb by each building user according to the schedule below:

SUNDAY AFTERNOON: place bag in a garbage can at curb near the entrance/exit to the parking lot unless the next day is a federal holiday. ANY OTHER DAY / NIGHT, tie up the garbage bag and place in one of the grey cans found in the wooden holder on Cooper St.

PLEASE USE COMMON SENSE – if the bag in the kitchen is less than half full when you are ready to exit, put a lid tightly on the can and leave it in the kitchen. The next group will finish filling the bag and they will follow the disposal procedures above. Likewise, don't overfill the bags so they don't fit into the cans or are too heavy.

5. CUSTODIAL SUPPLIES.

If you need a broom and dustpan or wet mop, please find (and return) them to the wall clips found in the stairwell leading to the basement. The stairwell door is near the kitchen and stage. During the winter, snow shovels and snow melt products are kept near the white doors for communal use. Please return them to the same place. Emergency toilet paper and paper towels are kept in the marked cupboards in the bathrooms.

6. NEEDED BUILDING, EQUIPMENT REPAIR, OR EMERGENCY.

All building users are responsible for notifying the church office or Trustee if a problem exists. Should a toilet be inoperable, bathroom supplies not available, a faucet leaking, plugged sink, a window broken, alarm sounding, electrical power loss, no heat, a door ajar, the smell of gas present in the building, or a similar concern, **PLEASE PROMPTLY** contact any of these persons according to the methods noted below.

NON-EMERGENCY: Church Office 201 384 3630 or (PREFERRED) calvary185@verizon.net

TIMELY: Trustee Joan Davis: 201 384-8081

EMERGENCY: 911 and the Pastor

7. ATTACHING ITEMS TO WOOD / WALLS.

Walls, wood, painted surfaces: use FUN TACK only. NO screws, nails... Bulletin boards: staples or tape only.

8. STAINED GLASS WINDOWS.

When opening and closing the windows, please do not push on the glass. Use the pull ring and only press on the metal frame around the glass.

9. CLEANING TABLES IN FELLOWSHIP HALL AND KITCHEN SURFACES

Cleaning solution and paper towels are provided in a pink tub on the stage **SO THAT** every building user will clean off every table they use before leaving the building. Please do not put the pink tub behind the curtains where other groups cannot see it. Leave it on the stage front. The same cleaning tools can be used in the kitchen for all surfaces. Please wash and return or leave soiled kitchen towels on the center island. Please cover the tables with a plastic cloth if paint, crayons, markers, or glue are used in craft projects.

10. AIR CONDITIONING AND HEAT.

We keep **one key** for the AC units in Fellowship Hall and it is shared by ALL users. The air conditioning is to be set between 68 and 70 degrees – NO lower. If the key, or the remote control unit is not put back, the next group does not have AC! The key is kept on a nail on the doorframe leading from Fellowship Hall to the kitchen hallway (near the stage). If the building heat is a concern, contact individuals as noted in item # 5 of these guidelines. The heat is to be set at 68 degrees – no higher. **PORTABLE HEATERS AND AIR CONDITIONERS MAY ONLY BE USED WITH PRIOR PERMISSION OF THE CALVARY CHURCH TRUSTEES.**

11. EXITING AND SECURING THE BUILDING. – Every building user

is responsible for leaving the building secure. Doors and windows must be CHECKED to know if the lock is engaged – a quick visual check is not sufficient. Push on the doors to make sure the lock is engaged. Window latches must be fully to the left to be engaged. Lights, fans, heaters, and kitchen appliances must be unplugged. The refrigerator and freezer doors must be double checked to be sure they are completely closed. THE PARKING LIGHTS MOUNTED ON THE BUILDING MUST BE TURNED OFF BEFORE LEAVING THE PARKING LOT. Turn them off AND lock the White Doors EVEN IF another group is still somewhere in the building.

12. CANDLES AND ACCENT LIGHTS

Flame candles may not be used in the building except on the altar; they **MUST** be extinguished before individuals leave the SANCTUARY. (Do not leave flames burning while in other parts of the building). Accent lighting such as “Christmas lights” may only be used with prior permission from the Calvary Trustees.

13. PETS AND ACCEPTABLE PLAY OF CHILDREN/YOUTH.

Pets are not allowed in the building without permission of the Trustees or Pastor unless they are certified as assistance dogs for persons with disabilities. Safety of the children and care of the church property are primary concerns of CUMC. Children under age 16 years are not allowed to work in the kitchen. Children / youth are not permitted to jump, run, crawl over and under sanctuary pews or to use the sound system or light board in the choir loft / sanctuary or musical instruments throughout the building without permission and supervision. No bicycles, roller blades / skates / hover boards are to be ridden or worn inside the church. Children are to be supervised closely by adults when near open windows on the second floor. Children and youth are not permitted on the roof of the church or in the basement. Throwing of balls around the building or inside the sanctuary and narthex are not allowed.

14. NURSERY AND CLASSROOMS.

The nursery is for children ages 3 and younger. Children must ALWAYS be supervised by their own parents or approved adults. Unsafe toys are NOT to be brought into the room. Toys and books in the room are to remain there. The nursery must be cleaned up after use. Soiled diapers are to be removed from the room. Classrooms are to be returned to previous set up and supplies in the room are not to be used. The Safe Sanctuary policy of CUMC will be given to all building users and they are expected to fully adhere to it.

15. BUILDING CLOSURE.

CUMC retains the authority to close the building to ALL groups when CUMC Trustees deem it, or the parking lot unsafe, or in need of snow plowing. ALL groups are expected to comply when they receive an email and /or phone to this effect.

SPECIAL GUIDELINES TO FOLLOW DURING THE COVID-19 PANDEMIC JUNE – SEPT. 2020 OR AS DIRECTED

(Entering the Building)

1. Designate 1-2 persons to open and sanitize the building 20 minutes ahead of the arrival of others. These persons must wash their hands or use hand sanitizer and gloves before commencing their work.
 - a. Using disinfectant supplies, wipe down all doorknobs/panels, light switches, metal chair backs, AV / musical / computer equipment, faucets, and hand bars in the bathrooms.
 - b. Using wood cleaning supplies, wipe down all wood surfaces such as door panels, pew backs.
 - c. Using a disinfectant wipe, open all the windows in the sanctuary (touch only the metal frame and pull ring – NOT the stained glass)
2. Keep the interior and exterior doors open to reduce surface areas being touched. Leave all interior doors open when departing. Keep the chairs in Fellowship Hall as found – spaced for six foot distancing.
3. Wear masks at all times when in the building. Provide a mask to anyone who does not have one. DO NOT ALLOW anyone in the building without a mask.
4. Have the windows in the sanctuary or fellowship hall open at all time unless the air conditioning is on in fellowship hall.
5. EVERYONE IS TO LEAVE the sanctuary or fellowship hall IMMEDIATELY after the worship service or meeting. The group leader MUST tell everyone to go outside if they wish to continue socializing.

(Departing the Building)

Reverse the steps as found above for “Entering the Building”. The “1-2 Cleaners” are the last people out of the building. They are responsible for closing and locking windows, shutting off interior and parking lot lights, turning off the AC, AND locking the doors.

As a Leader or Representative of the following group, we will comply with the Covid-19 rules noted above.

Name and Title	Bldg. Use Group	Date