

## Mount Loafer Meetinghouse Guidelines for Individuals and Families

The following guidelines are for individuals and families who reserve the Mount Loafer Meetinghouse for family activities. Reservations must be approved and scheduled through the meetinghouse scheduler, agent Bishop, and also listed on the Stake calendar. Families should read and ensure all attending are aware of the following guidelines.

### Guidelines:

1. Activities and personal conduct in the building should reflect the respect and reverence associated with a house of the Lord. Allowing children to run through the halls, play in classrooms, or be unattended in the building should be carefully monitored and is not acceptable.
2. The cultural hall, kitchen, and multi-purpose room (along with the bathrooms) are the only rooms that should be used. If other rooms are needed, permission must be requested and approved before use. NO use or access to the Chapel is permitted. Children should be instructed to not play in or run through the Chapel, hallways, or classrooms.
3. The family must receive access (keys) to the building through their ward leadership (Bishopric member). The bishopric should be aware of the use and access of the building by any member of their ward family and should monitor access (keys) and safety of the building during their members use. Don't unlock any unnecessary doors.
4. NO electrical appliances should be used except in the kitchen or cultural hall.
5. The family is responsible for the following at the conclusion of the activity;
  - a. TURN OFF all stoves or electrical appliances in the kitchen.
  - b. Cleaning supplies are in the janitorial closet on the north side of the building.
  - c. Clean kitchen and all utensils, stoves, etc. – leave it better than you found it.
  - d. Empty ALL trash cans and replace with new liners – Bathrooms, Kitchen, Cultural Hall, Multi-purpose room. Take trash to the dumpster located in the northeast corner of the parking lot.
  - e. Clean Bathroom(s) – pick up any trash and ensure toilets and sink are clean. Mop bathrooms if they are dirty. (Mops and cleaning supplies are in the janitorial closet)
  - f. The Cultural hall should be swept/mopped and all chairs properly stored under placed on racks. Do not leave chairs stacked against walls of cultural hall.
  - g. Multi-purpose room should be cleaned, chairs stacked, and prepared for nursery.
  - h. Vacuum the hallways, multi-purpose room, and other rooms found to be dirty. Assume that no one will be cleaning up after you to prepare for Sunday services.
  - i. If there are any carpet stains or broken items found during the activity, these should be reported to the Bishopric member who gave you access to the building.
  - j. Clean glass on outside entry doors.
  - k. Leave the building clean – prepared for Sunday worship.
  - l. Turn OFF lights.
  - m. Lockup building – ensure that ALL doors are locked and keys are returned to Bishopric member immediately as others may need them. Never leave the building unlocked.