**St. Andrew By-The-Sea Celebration Center Use Guidelines**

**Kitchen**   
Must take out the kitchen trash each time you leave the building. Kitchen check lists are on the wall and should be reviewed after each meal.

Note: Office staff must be made aware of any plans for use of the kitchen for any meals and meal prep due to use of adjoining classroom, Soup Kitchen prep, etc. Refrigerator use must also be reviewed with church staff.  
  
**Restrooms**  
No towels or personal items should be left in restrooms as the facility may be used by other groups.  
Wet items may be left on plastic tables, but not on fabric chairs or floors. When other groups may be on-site at the same time as a group showering, someone should be posted in the hall to direct other group members to the “Family/Individual” Restroom in the Celebration Center.

**Walls**  
Walls may only be moved by the Church Custodian or with permission of office staff.  
Balls are never permitted to be thrown, kicked or bounced off any wall.   
  
**Lights**  
Lights in our Celebration Center can be smashed by balls, therefore we ask that balls not be thrown, kicked or bounced toward walls or toward any lights outside of normal basketball play. Turn on ONLY those lights that are needed. Church staff will show you where lights may be turned on and off individually. As good stewards of our resources, we strive to only use the electric needed!

**Heat and Air**  
Again, as good stewards, we will work with you on trying to make the facility comfortable, understanding that different people are comfortable at different temperatures. Church staff will assist you in understanding how to access “occupied” settings, etc.  
  
**Locking of Doors & Belongings**  
As at any church, we may have individuals unknown to us seek out our buildings for shelter, etc. We ask that limited doors are unlocked and then relocked as agreed with the church staff in order to secure your items and assure your safety. Fire code does NOT allow locks on the doors to our Celebration Center classrooms. While we use all reasonable care, groups should understand that vans, bikes and other belongings can be subject to vandalism or theft, as they would be in any secular setting.

**Report any incidents immediately to the church staff. 843-785-4711**

Phyllis Brodie – Director of Admin 843-816-5951   
Luis Solis – Site Superintendent 843-338-5312  
Dean Beckelhimer – Chair of Trustees 843-683-3330   
Bobby Riggs 843-415-1400   
  
Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Group:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_