

BUILDING USE GUIDELINES

Alcohol and illegal drugs are prohibited on the premises. Anyone found to be under the influence or in possession of alcohol or drugs will be required to leave the premises immediately.

CrossRoads Christian Church is a smoke-free building.

PARKING LOT

Collect trash and discard in dumpster in the rear of the building. Return equipment to its original area.

THE COMMONS

- 1) Remove any items not originally in The Commons or on tables.
- 2) Wipe all tables clean using a mild soap and water mixture.
 - If stains occur, please notify the office to insure we are able to attempt removing the stain.
- 3) Sweep the floor and spot mop areas using a mild soap & water mixture.
- 4) Return tables, chairs, and equipment to previous placement.
- 5) Collect all garbage into bags and take it to the dumpster located in the rear of the building.
 - Broom/Dust Pan & Mop/Mop Bucket are in the kitchen storeroom. Garbage bags are on the racks in the kitchen next to the wash sinks.

KITCHEN

- 1) Wash and dry all dishes used and return them to their correct placement.
- 2) Take all extra food and beverages with you unless specific plans have been made.
- 3) Wipe counter tops with mild soap and water mixture & towel dry.
- 4) Sweep the floor and mop. (Broom/Dust Pan & Mop/Mop Bucket are in the kitchen storeroom.)
- 5) Report any property damage or equipment damage to the office.

CLASSROOMS

- 1) Return tables, chairs, and equipment to original placement.
- 2) Collect all garbage into bags and take it to the dumpster located in the rear of the building.
- 3) Wipe off tables and pick-up items that have fallen on the floor.

WORSHIP CENTER

- 1) Return chairs, equipment, and other items to original placement.
- 2) Collect all garbage into bags and take it to the dumpster located in the rear of the building.

*The Event Host is responsible for securing the building, he/she should check that all doors are locked and set the alarm if the building is not in use at the time of departure.

Building Contact Numbers

Tim Carter 217.497.8750	Building & Grounds
Brock Dieu 217.474.0695	Building & Grounds
Robbie Ketcherside 217.474.2574	Executive Pastor
Terry Goodwin 217.304.3072	Teaching Pastor
Kathy Robinson 217.474.4908	Children's Director

In the event of an emergency, contact 911 immediately. Once reported to emergency personnel, contact one of the people listed under the building contact numbers.