

# **Board of Trustees**

## **General Guidelines**

### **1) OPENING AND CLOSING OF THE CHURCH**

- a) Monday – Friday            7:00a.m. – 9:00p.m.
- b) Saturday                    8:00a.m. – 2:00p.m.
- c) Sunday                        8:00a.m. – 2:00p.m.

Hours MUST be observed. Planned meetings and activities should include beginning and ending (including clean up) within these hours.

### **2) PRE-PLANNING NEEDED**

Meetings and activity dates must be scheduled through the Church Secretary's office. Forms should be complete for the following

- a) ROOM REQUEST
- b) ROOM SET UP
- c) EQUIPMENT NEEDED
- d) TRANSPORTATION (IF NEEDED)

### **3) USE OF SPACE IN THE ELC AND ROOMS OCCUPIED BY GATE CITY SCHOOL**

All rooms must be left as they were found. Both the ELC and Gate City are licensed by *Bright From the Start* and it is necessary that rooms are ready at all times.

If a meeting occurs during the school day: (8:00a.m. – 6:00p.m.), please do not use restrooms on the 2<sup>nd</sup> floor of the Ministry Center. All meeting participants should use restrooms on the 1<sup>st</sup> floor.

### **4) USE OF PLAYGROUND**

Designed for children ages 1 – 5. Older children should not be on playground. Any young children using playground should be chaperoned.

### **5) THERMOSTATS**

Programmed thermostats should not be changed by persons other than sextons. Temperature settings are set according to the energy audit that was performed by Georgia Power.

### **6) HANDICAPPED PARKING IN FRONT OF CHURCH**

There is a driveway in front of the Prayer Garden that should be used to drop off persons attending service. There should be access to the ramp at all times. **DO NOT BLOCK DRIVEWAY AT ANY TIME.**

Cones are placed in front of the sanctuary to block space for the bus. Do not park in this space at any time the cones are in place.

7) **SEXTON'S SCHEDULES**

The sextons receive their schedule of hours and duties from Rev. Bernard Campbell, the church Business Manager. These duties are to be complete as assigned. They are not available to assist with activities until these duties are complete.

A Maintenance Work Order is made available. If there are noticeable repairs needed, please complete and submit this form through the office. Rev. Campbell will follow through with the sextons.

Sextons have set hours that they are to work. They should not work additional hours without approval from Rev. Campbell.