

Fellowship Center Users' Guide

Regular meetings:

Scheduling:

- Each group should inform the secretary of their date, time and room request prior to the meeting, to make sure of no conflict between groups.
- Secretary should be notified as soon as schedule changes occur.
- Each group should have a coordinator to be responsible for opening, cleaning after each use and locking up.
- Room request should match with the size and the function of the group.
- Children's meetings are not allowed in the office, the kitchen and the multimedia room.
- Under normal situations, everybody should leave the Fellowship Center by 11 PM.

Security:

- The coordinator of each group should be responsible for opening and locking up.
- Keys are non-transferable and should not be duplicated.
- When leaving the building:
 - All entrances and windows should be locked.
 - All lights, including lights in the bathrooms, should be turned off. Make sure the stoves and ovens are turned off.

Clean-up:

- The coordinator of each group should be responsible for cleaning up the areas occupied after each use.
- Carpet, floor and table tops should be kept clean.
- Garbage should be taken out if food or drinks are served.
- Food and drinks are not allowed in the # 100 meeting hall.

Childcare:

- Each adult group should provide supervision to their accompanying children before, during and after meeting hours, i.e. at all time.
- Children's program should be conducted in designated area.
- Children under 13-year-old should not be left without adult supervision. (People over 18-year-old are considered adults.)

Special meetings:

- Group coordinator should contact the secretary before calling the meeting.
- All rules for regular meetings should be followed.

Using the office:

- Office machines, including copier, computer, fax machine, etc., should be used for church purposes only.
- While using any machine, the users should follow the manual carefully or seek assistance from the secretary.
- Children are not allowed in the office or to handle office machines without adult supervision.
- Use of telephone is limited to local calls only.
- Personal copies can only be made on the small copier, at 5¢ each.
- Whoever needs to access church files and records should notify the secretary or seek assistance from the secretary.