

September 8, 2020

██████████ Building usage by ██████████

The following guidelines designed to define any special usage of Church property during the COVID-19 Pandemic of 2020 and possibly 2021.

- 1) The Church rooms will be available to members and guests, only when scheduled in advance through the Church office.
- 2) Usage should be limited to 10 people or less.
- 3) While using the Church building, masks must be worn, appropriate 'social distancing' must be observed and a Church member must be in attendance at all times during the use.
- 4) The Church member is responsible to submit a copy of those in attendance to the Church office after each usage.
- 5) Each area used should be wiped down before and after use (it is the responsibility of the member reserving the space to supervise this 'clean-up.'). Wipes and hand sanitizer will be available, but if possible, the user should bring their own clean-up supplies for each visit.
- 6) The door knobs in the space used and at the entrances to the Church building should be included in the 'clean-up.'
- 7) All usage should be scheduled Monday through Thursday between 10:00 am and 4:00 pm (Coordinated through the Church office)
- 8) Any usage desired outside the hours suggested require that the member have a key and 'door code.' Otherwise, the member will have to make arrangements for access to the building and the room to be used (again, coordinate through the Church office).
- 9) If the Church kitchen is used, rules set forth in the "kitchen covenant" (available in the office) must be followed.

This program is being offered to ██████████ members as a courtesy. It is an opportunity to meet socially with friends or family in an area larger than might be available in their homes.. Please communicate with the Church office and keep any guests that become involved aware of these guidelines.

There will be no charge for this program.

All rules and guidelines are subject to change as we gain experience with this service to our members.

This program is approved by vote of the Administrative Council on September 8, 2020.

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Chairman, Administrative Council