

Purpose Church Building In/Out Procedures

Opening Procedure

Access lockbox behind the northeast corner of the building: ****
This key opens the building side door, nearest the black mailbox

Quickly disable the alarm with code: **** 1 (off) Keypad LED will turn green and stop beeping.

Before moving any furniture, cups, cards, etc. please snap a picture of what the areas look like. This will come in handy as you are putting everything back after the event.

Eight-foot tables are in the back storage area. Plastic folding chairs are stored behind the left auditorium front curtain.

Some black table linens are available. Spot clean them if you can, or let Kate know if they need deeper cleaning after your event. Avoid returning dirty linens to the storage area.

For safety (especially at night), ensure the front/main entrance doors and side doors are locked from the inside once all attendees have arrived.

Please refer to the Facility Use Policy document (available at www.ourpurpose.church/facilities) for a list of what is allowed/not allowed (i.e. tape on walls, glitter, etc.).

Closing Procedure

Please ensure the following items are completed:

- Move all 8' tables/chairs back to original positions (8' tables to back storage area; plastic folding chairs to behind left auditorium front curtain).
- If auditorium chairs are being used, put them back in original positions. Make sure rows are straight, evenly spaced, and hooked together in rows. Pay special attention to placement of tap stickers (front row chairs have stickers on the front. All other chairs have stickers on the back.).
- Move all furniture items back to original positions.
- Move all display tables back to original positions.
- Arrange all table items (cups, cards, paper items, etc.) back as they were.
- Throw away any perishable food items. Do not leave food out!
- Take all trash to the dumpster.
- Replace trash can liners (can be found in the STC Kitchen)
- Do a "clean sweep" of all areas/rooms used. Ensure trash is thrown away, items are returned, and if there is excessive mess, please clean up (cleaning supplies and items can be found in the Kitchen area).
- Turn off lights throughout the building. Make sure to turn off all bathroom lights.
- Lock all other exterior doors from the inside, then re-engage alarm with code: **** 2 (away). Keypad LED will turn red and beep.
- Exit through the side door.
- Lock door behind you.
- Return key to lockbox and scramble the combination.