

# Valley Vineyard Request For Building Use

<b>NAME OF EVENT/CLASS</b>	<b>LEADER:</b>
	<b>DAY PHONE:</b>
<b>DATES:</b>	<b>SET UP/LOCK-UP TIMES:</b>
<b>EVENT START TIME:</b>	
<b>ROOM(S) NEEDED:</b>	<b>REGISTRATION COST (if any):</b>

	Yes	No
<b>Have you contacted the front office?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Will childcare be provided?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Have you arranged for unlocking &amp; locking the rooms and/or the building?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Have you received and read the <i>Building Use Guidelines</i>?</b>	<input type="checkbox"/>	<input type="checkbox"/>

<b>BULLETIN ANNOUNCEMENT DATES:</b> _____
<b>SIGN-UP DATES:</b> _____
<b>PERSON AT SIGN-UP TABLE:</b> _____

<b>DESCRIPTION OF EVENT/CLASS:</b>
<b>EQUIPMENT REQUIREMENTS (if any):</b>

For events after business hours or on weekends, call Leroy Chavez re: locking/unlocking the building at (818)776-9696 x 104.

## VALLEY VINEYARD CHRISTIAN FELLOWSHIP

# Building Use Guidelines

We are very happy to have your group use the facilities here at The Valley Vineyard. This is our home and your home. We feel the building and all the resources here are a blessing from the Lord. In order for you to get the most out of the facilities and have the opportunity to come back again, please take note of the following rules:

### BEFORE YOU USE A ROOM:

- Get permission by reserving the room through the front office.**
- Do not use any rooms you have not reserved. This means that you should not allow children in the Game Room, music room or other classrooms not requested. Please do not use the Kitchen or Fellowship Hall without asking.**

### AS YOU USE A ROOM:

- Please use only the supplies that you have permission to use. Many of our Sunday School teachers spend their own money to stock the rooms.**
- Do not transfer equipment or supplies from one room to another without permission to do so. If you do, then return them to their original location.**
- The air conditioner timers are very delicate. Do not try to reverse the timer to shut it off. Turning the knob the opposite way will break the mechanism inside.**

### AFTER USING A ROOM:

- Please vacuum the carpet.**
- Please clean tables and other equipment, as needed.**
- Please empty *all* trash cans by taking them out to the dumpster. You can find a key to the dumpster in the kitchen, in the janitor's closet and in the Street Side room.**
- Report any damage, and/or any supplies that have been used up, or any other concerns to the front office. You can leave a note.**

We really appreciate all you can do. If you need to have the building unlocked in the evenings or on weekends, or if you have any special needs, please contact Leroy Chavez at ext. 104.

## Valley Vineyard

The following is a helpful checklist for opening and closing the building:

### OPENING UP

- Unlock front glass door and disarm the alarm system. Remember to enter the code and hit "All Off" on the alarm keypad.
- If your meeting is **at night**, be sure to turn on the parking lot lights (rear) by turning the timer that is directly under the alarm keypad. It is a 12 hour timer, so please don't overdo it.
- You may unlock the front glass doors by using the little 'allen wrench' key that hangs on the door frame in the upper right corner.
- Turn on the lobby and main hall lights. Main hall light switch is just to the right of the secretary's office window.
- Your key will open the "copy room" so that you can get any office supplies and use the copier, as needed.
- Your key will open the "supply closet" across from the copy room. The vacuum cleaners are stored in here. Be certain to lock the closets afterwards.

### CLOSING UP

- Be sure to turn off all the lights that you turned on. Be sure to check that the bathroom lights are turned off. They do not go off automatically.
- If you have been in the **Sanctuary** for any reason, you must be certain to turn off all the lights. A common problem is that the faders may not get pushed all the way off. The faders must click for the lights to be turned off completely.
- Kitchen must be clean and tidy. All dishes washed, dried and put up. Pantry door must be locked.
- Return all equipment and furniture from where it was taken. This is assuming you have permission to use it in the first place.
- If you've used the **Street Side** room, you must lock the door that connects to the hallway with the key!
- Be certain that all glass doors have shut properly. They tend not to engage fully when someone exits. Sometimes people exit through the Reseda Blvd. doors, so you should check these doors, as well.
- When everyone has exited, set the alarm by using the same code and hitting the same key "All On". The little LED screen will say "ARMING" and then start beeping and counting down from 60 to 0. This means you have 60 seconds to exit through the glass doors. **DO NOT EXIT THROUGH ANY OF THE METAL DOORS** as doing so will trigger the alarm and call the police. Call Leroy at 631-0293 if you accidentally trip the alarm.

## Valley Vineyard

# Building and Equipment Use Protocol

In general, we will allow any group of church members to reserve use of a room or rooms in the building if the event or class is in line with the mission and vision of the Valley Vineyard and supports the advancement of such. Other events will probably be denied. Weddings are the one event we will try to accommodate.

### **THE IMPORTANCE OF RESERVING THE FACILITY**

The essential principle here at the Valley Vineyard for the use of rooms in the building and supplies/equipment is summed up as follows:

**“If you want to use it, get permission; if you then use it, put it back.”**

Please make certain you consider the staff and the other church members when you are thinking of using the building for your class or event. Of course, your request for use of the facilities ***must be approved*** prior to any event or class.

The *Building Use Guidelines* and the accompanying *Event/Class Building Use Application* form should be read through carefully. Copies of these forms are in the church office in the copy room, or you can just copy the forms from the church website at [www.valleyvineyard.org](http://www.valleyvineyard.org) under **Leader Resources**, fill them in and give them to the church secretary for approval.

When your request has been approved, any further arrangements can be made at that time. If you feel that you need a key to the building, or you need a key just for one time, you should speak to the administrator directly. Expenses such as food, drinks, having the piano tuned, or the renting of special equipment, is generally the responsibility of the ministry making the request. The church will supply coffee, if the event is in the building.

### **The Alarm System**

If you've been issued a key for the church building, you will also be responsible for the alarm. Only enter and exit from the glass doors at the front or rear of the building. Using these doors prevents the alarm from being tripped prematurely. When you are the first person entering, come in by the glass doors at the parking lot. You will have 45 seconds to “disarm the system.” At the alarm keypad just key in the 6-digit code and hit “ALL ON/OFF.” A common mistake is to hit ENTER which will not disarm the system and cause the police to be called automatically. If the alarm sounds, just call Leroy (818-631-0293), or Lynn or Bill and we can call to have the police stopped. But, you need to call us immediately.

When you are the last person leaving you will need to set the alarm, or “arm the system.” Be certain that the glass doors at both entrances are fully closed. A common problem is that the glass doors may not fully engage when someone passes through them. Before you can arm the system, everyone else should be outside the doors. Then, you set the alarm using the exact same procedure as you did to disarm. However, you now have 60 seconds to exit the building. Only exit through one of the glass doors.

## **Lights**

When leaving, make certain that all lights are turned off. Several lights stay on in the main hallway, so don't worry about those. Just check classrooms and the bathrooms for lights left on. Also, the timer for the parking lot lights is directly under the alarm keypad. This is very important if you are having a **night meeting**. The parking lot can get very dark without these lights!

## **Air Conditioning**

Please be careful not to over extend the air conditioners. The thermostats should **never be set below 72° F**. They all operate on timers. Please do not set the timers on longer than you actually need. As always, notify the front office immediately of any malfunction of any equipment.

## **Cleanup**

Please clean up all messes that may have happened during your watch. The vacuums are in the front supply closet, across from the Copy Room. The janitorial closet has wet mops and dust mops as well as other cleaning supplies.

## **Put Away All Equipment/Furniture**

This is important. Many times the person who sets up a meeting may not be the same one who cleans up at the end. When this happens, the clean up person may not know what you moved and therefore will not put it back. Please be attentive to this possibility.

**The following is a helpful checklist for opening and closing the building:**

### **Opening Up**

- Unlock front glass door and disarm the alarm system.  
Remember to enter the code and hit "All Off" on the alarm keypad.
- If your meeting is at night be sure to turn on the parking lot lights (rear) by turning the timer that is directly under the alarm keypad.
- You may unlock the front glass doors by using the little 'allen wrench' key that hangs on the door frame in the upper right corner.
- Turn on the lobby and main hall lights. Main hall light switch is just to the right of the secretary's office window.
- Your key will open the "copy room" so that you can get any office supplies and use the copier, as needed.
- Your key will open the "supply closet" across from the copy room. The vacuum cleaners are stored in here. Be certain to lock the closets afterwards.

### **Closing Up**

- Be sure to turn off all the lights that you turned on. Be sure to check that the bathroom lights

are turned off. They do not go off automatically and will waste electricity because each has a fan connected to the lights.

- Kitchen must be clean and tidy. All dishes washed, dried and put up. Pantry door must be locked.
- Return all equipment and furniture from where it was taken. This is assuming you have permission to use it in the first place.
- If you've used the Street Side room, you must lock the door that connects to the hallway with the key!
- Be certain that all glass doors have shut properly. They tend not to engage fully when someone exits. Sometimes people exit through the Reseda Blvd. doors, so you should check these doors, as well.
- When everyone has exited, set the alarm by using the same code and hitting the same key "All On". The little LED screen will say "ARMING" and then start beeping and counting down from 60 to 0. This means you have 60 seconds to exit through the glass doors. **DO NOT EXIT THROUGH ANY OF THE METAL DOORS** as doing so will trigger the alarm and call the police. Call Leroy at 631-0293 if you accidentally trip the alarm.