

University Baptist Church
Policies, Procedures and Guidelines Manual

USING THE PRESCHOOL/NURSERY

1. You are required to have an assigned Building Representative (Church member sponsor) present for your entire event. This person will act as your connection to the Church for your event. He/she will be given the necessary keys to access the agreed-to space(s).
2. It is suggested that you prepare signs to direct your guests to the correct room. All signs must be approved, and may be placed on the doors only with adhesive that does not harm walls, i.e. painter's tape. You may also want signs outside to direct guests to the correct outside door. All guests must enter the door assigned to your event.
3. Both parking lots may be used but you will need to make arrangements with your Building Representative if you need the back lot for overflow parking, since it is normally locked.
4. Members of your party are expected to remain in the area in which your event is taking place.
5. **NO SMOKING OR ALCOHOL IS PERMITTED INSIDE THE BUILDING.**
6. If an accident occurs or if there is damage to Church property, please contact your Building Representative immediately.
7. If damage occurs or additional cleaning is required, your group will be billed for the costs.
8. You will hold University Baptist Church harmless from liability to anyone for injury or loss suffered while participating in whatever activity you conduct on the premises, regardless of the cause. You will maintain insurance at a level to cover any injury or loss.
9. The Preschool Suite can only be used in conjunction with a planned event at University Baptist provided the Preschool Coordinator or the Associate Minister of Education has been notified of any impending use.
10. Children 5 years and older may not be left in the nursery; toys and furniture are for preschool age children only.
11. You are responsible for providing your own child care workers. It is suggested that you provide at least two childcare workers who are 18 years old or older who are known to you.

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12. Preschool children are not permitted to roam the Church hallways and must remain in the Preschool Suite or playground area, accompanied by an adult at all times.
 13. The Preschool Suite must be left in the same condition as found, cleaned up and toys put away. *Any toy that has been chewed on must be cleaned with Clorox wipes or put in the sink in the playroom.*
 14. The Preschool Suite toys can be used, but you must supply your own refreshments, paper products and craft supplies.
 15. The playground is available, with supervision, weather permitting.
 16. You may only use the preschool rooms requested per your agreement.
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