



Facility Usage & Clean-Up Requirements

We are committed to being good stewards of our resources at Memorial Drive Ministries (“MDM”). Groups and individuals using the facilities shall help us take care of the building and furnishings by being considerate and thoughtful in its use. Any persons using facilities on the MDM Campus will be responsible for the following:

- Only consume beverages and food in food-approved areas. If food/drink are consumed, please remove all beverages and food from the area used at the end of your event, make sure all garbage is thrown away into the proper receptacles.
- NO DRUGS OR ALCOHOL. Illegal drugs and alcohol are not permitted on the Property.
- No candles are allowed without prior permission from the MDM Director.
- If any decorations are used, remove all of them at the end of your event.
- Empty and replace bags for any full trashcans or trashcans with food. Place full trash bags into (not beside) the dumpster before leaving.
- If any kitchen area is used - return everything to its original place, wipe down all counters, make sure no food is left out, and confirm that all ovens, stove tops, and other relevant appliances are turned off.
- Move all tables, chairs, and furniture back to their original position when you are done.
- All events must end in time for the facility to be cleaned **within your allotted time**.
- All activities must be confined to the rooms and times that have been reserved and paid for.
- Please keep in mind that this is a shared space and leave the facility better than you found it.
- If you accidentally break anything, immediately inform the MDM Director about this. Failure to return the rented space to the same condition it was in prior to the rental shall result in the Organization’s obligation to repair, clean, and/or replace the affected property, or provide the funds to accomplish the foregoing.
- Please respect our custodian and all those who will share the room after you by taking care of the space and cleaning up after yourself.
- All children must be closely supervised by at least two adults at all times.
- COVID-19: All visitors to campus must abide by all recommendations from the Centers for Disease Control, the Georgia Department of Health, the Presbyterian Church USA, and the Presbytery of Greater Atlanta at all times. These requirements and recommendations address but are not limited to: taking attendance (for contact tracing purposes), physical distancing, limiting the number of participants, wearing masks, washing hands thoroughly, making hand sanitizer available, sanitizing and disinfecting all surfaces used or touched (both before and after being on campus), taking participant temperatures, and sending anyone home who is symptomatic. It is the Organization’s responsibility to ensure that all applicable guidelines are followed.