



Memorial Drive Ministries Shared Space Guidelines

At Memorial Drive Ministries, we are committed to sharing God's love with people of all faiths, cultures, and backgrounds by being welcoming and hospitable, using the space to serve the community, bringing peace and joy to all. Since we are committed to always respecting one another and always being good stewards of our shared spaces, any person and/or organization on campus will be responsible for:

- 1) Taking care of the buildings and furnishings by being considerate and thoughtful in their use.
- 2) Replacing shared items back where you found them, and in the same condition in which you found them, when you are done. If you're not sure if an item is shared, ask permission before you use it.
- 3) Immediately contacting the owner and the MDM Director if you accidentally break something that doesn't belong to you or your organization.
- 4) Taking found items to the MDM Director's office. These items will be put in lost and found for two weeks. After two weeks, the items will be donated or otherwise removed from campus.
- 5) Receiving approval from the MDM Director for any donations that are for campus broadly or for shared spaces prior to bringing the donations onto campus. If items are brought onto campus but not utilized or stored properly within one week, these items will need to be removed.
- 6) Ensuring that children (anyone under 21) are closely supervised at all times by at least 2 adults (over 21) in the room with them. Children should never be unattended – not in the courtyard, the parking lots, the gardens, the bathrooms, on the playgrounds, in the gym, or near the street, or anywhere else on campus. Crayons, markers, chalk, glitter and paint are only for paper and never should be used on walls, carpets, or furniture. We are committed to nurturing our children, ensuring their safety, and preventing any accidental damage to them or the facilities.
- 7) Ensuring that under no circumstances an adult volunteer working with children, will be alone with a child outside of an easy line of vision of other adults.
- 8) Guaranteeing that besides water, no food or drink is allowed on the gym floor, in the sanctuary, or in the chapel unless explicitly approved by the MDM Director. If any food or drink is spilled in any area, it should be cleaned up immediately. If you need to use the vacuum or any other custodial cleaning supplies, please make sure to replace those items when you are done.
- 9) Disposing of all garbage in proper receptacles. If a garbage bag has food in it, that bag should be taken to the dumpster at the end of your time and replaced with a new bag. "Always take out what you brought in."
- 10) Ensuring if any kitchen area or any kitchen items (plates, bowls, pots/pans, silverware, etc.) are used, those items should be cleaned with soap and warm water, dried, and returned to their original places. All counters should be wiped down before leaving. If you use the microwave, please wipe the inside down after your use.
- 11) Marking any items that belong to your group in the Donnell Kitchen refrigerator with an organization name and an expiration date. Unmarked items or items past their expiration date, will be disposed of on the first of each month. Leftovers should either be taken home or disposed of in the dumpster.
- 12) Leaving the facilities better than you found them. Tables, chairs, and furniture should be moved back to their original position when you are done. If you use any decorations, those should be removed at the end of your time.
- 13) Confining all activities to the rooms and times that have been agreed to and reserved on the master calendar. Any requests from groups for additional facility usage should be discussed with MDM Director. No activities should begin before 5am or go past 9pm. The premises should be vacated by 9pm every night.
- 14) Not exceeding your allotted time. This includes any necessary cleaning time that your group needs to do. The last one out should always be the leader of the ministry who is responsible for checking the thermostats, turning the lights off, arming the alarm system, and locking the doors.
- 15) Securing codes and keys to your space. Only the leaders of partner organizations on campus are allowed keys, codes in and out of the buildings, and codes to arm/disarm the alarm system. Under no circumstances should these codes or keys be shared. Leaders must be here to open and close any time their organization is on campus.
- 16) Maintaining that in the winter, the heat should not be set outside the range of 66-68 degrees Fahrenheit. In the summer, the A/C should not be set outside the range of 73-75 degrees Fahrenheit. As much as possible, please keep doors closed to promote energy efficiency and safety.
- 17) Ensuring that candles are not used unless express permission of the MDM Director has been obtained. Approved candle use must be closely supervised, candle drip protectors used, and candles extinguished immediately at the end of the time.
- 18) Ensuring that any participants in your program or any visitors your program brings onto the MDM Premises will comply with the terms hereof. You will be liable for any actions taken by participants in your program and any other individuals who are on the MDM Premises because of your program.