

Information For Event Coordinators

Building Use: MacArthur Park Church of Christ

1. Because of the nature of activities that take place in our facility we ask that you do your own set up and please help us by making sure that **all personal items are removed from property by the end of your event's scheduled time**. It is likely that an event will take place immediately following yours.
2. Please leave things as you found them.
3. It is also very likely that meetings, events and other church activities could be taking place during your set-up and event. Please be respectful of other activities.
4. Our office & custodial staff will assist you during office hours with a/c scheduling and keys. **They are not available for loading and unloading.**
5. Please do NOT store supplies at our building earlier than your event, without permission
6. **No doors in the building are to be propped open with rocks, doorstops or other items.** Please help us keep our facility secure. You need a door monitor for the full length of your event (or post a cell phone number to call).
7. Our A/C system is programmed to meet the required room temperature at event start times. Please give our office the exact times you will be setting up and the event will take place to help us ensure you have proper A/C, but not to run the units longer than absolutely necessary. This helps us reduce costs and maintenance.
8. Guests who park along the fire curbs or in restricted areas are subject to San Antonio city Code and subject to ticket and towing.
9. If you are using the fellowship hall area, please DO NOT unlock or prop the outside doors, including the main office entrance open during your event. For security reasons, you must have someone "man" the entrance. We ask, if possible that you keep the security doors closed in the pass through hallways that are signed "This area closed during this event". This will prevent rooms and guests from roaming in other parts of the building.

We want to protect you, your guests and the property from unwanted or unsolicited guests. If you have guests who are unidentified, please do not admit them to our facility. We are a church who continually has people seeking help for a variety of issues, and we want to help them. Please let them know that you are hosting a private event and they will need to contact the church office or one of the ministers during regular office or service hours.

Fellowship Hall / Small Kitchen Use

Please follow these instructions:

1. DISHES
Please make sure all dishes are washed and returned to proper storage location.
2. TRASH
Empty and replace trash can liners in all trash cans at the end of your event.
Please take trash to the dumpster located outside the fellowship hall. Extra trash can liners are located in both kitchens.
3. PAPER GOODS
Paper goods in the kitchens are for MacArthur Park Ministry events only. Private events should bring all your own paper goods.
4. LEFTOVERS
Leave no food in refrigerators. It will be disposed of if left, and we would prefer you take it or throw it away.
5. CLEANING
If your event is on the weekend we expect you to vacuum the room. Vacuums are located in the main office hallway in the custodial closet (just outside the main entrance to fellowship hall).
6. DECORATIONS In both the Small Kitchen and Fellowship Hall please use only “putty-tack” to hang items. **ABSOLUTELY NO NAILS OR STAPLES IN WALLS.** All decorations should be removed from the room immediately following your event.
7. SOUND SYSTEMS(A/V) Both the small kitchen and fellowship hall have sound systems and video systems. Please followed labeled instructions for use and turn of systems at the end of use. **DO NOT CHANGE WIRING.** To save the bulb life in our projectors, please power off when not in use.

FOR YOUR SAFETY --- PLEASE KEEP OUTSIDE DOORS SECURE AT ALL TIMES.

