

# AC3 Education Room Use Policy

The following guidelines have been established to insure that each room is **SAFE** and **READY** to be used by an AC3 ministry team or guest.

## Security & Clean Up Rules:

- ✓ Lock/shut doors, windows and turn thermostat down to 'night mode' upon leaving.
- ✓ Put chairs and items used away.  
Goal: To leave room in better shape than when you arrived.
- ✓ Spray/wipe down tables and chairs with disinfectant. Person requesting room use is responsible for re-setting each room, basic clean up and to help reduce the spread of germs.
- ✓ Education rooms are to be used by permission only. Contact Sarah Ade at 360-659-7335 to check on a room's availability and to reserve a room for a class or activity.



## Think Safety First:

- ✓ Please do not allow children to play in rooms unsupervised. Having '**alert and attentive**' supervision at all times will reduce the risks of physical injury, inappropriate conversations and play.
- ✓ Children should be in 'eye and ear shot' of their parent or the adult responsible for them while in the building.

*When preparing to leave the room, ask yourself, "Is there anything I can do to improve the room's presence? Does the appearance of this room speak well of our ministry and how we steward our property to visitors?" Thank you for helping us put our best foot forward!*