

HOLY CROSS LUTHERAN CHURCH
Cleveland, Ohio

BOARD OF PROPERTY

In an effort to better utilize our buildings and equipment and to avoid scheduling conflicts, the Board of Property has established the following guidelines for the use of our property:

- Two checks are required:
 - \$25.00 Minimum Hall Rental Fee.
 - \$50.00 deposit due for cleaning. This deposit will be refunded if the hall is cleaned before you leave.
- A request form for hall usage must be filled out by every group. These requests will be approved within two weeks of receipt.
- The request form is printed on the reverse side.
- We do not rent the hall to outside groups.
- No alcohol or smoking of any kind will be allowed in the buildings.
- Please use only those areas of the building that you requested.
- Any borrowed equipment is to be returned at once.
- Do not leave any dirty dishes or towels in the kitchen.
- Make sure all floors are swept and any spill wiped up. Please empty trash bags and replace liners. Liners are located in the kitchen by the exit door in the top drawer.
- Make sure all lights are out and doors and windows locked.
- No food is to be left out.
- Report any broken equipment to the Board of Property.
- The building must be exited by 10:30 P.M. nightly unless special permission has been granted.
- As is the custom at Holy Cross a free-will donation to cover utility expenses is appreciated.

Please make sure the building is left cleaner than you found it. Failure to follow these rules could result in a deposit being required and/or forfeited.

Any questions please contact the Board of Property.

