

Mt. Carmel United Methodist Church Fellowship Hall Non-Member Usage Custodian Policy

For any non-member hall usage, a custodian must be present.

The church custodian will have the first option to accept or refuse the event.

If the church custodian refuses the event, the trustees are to be notified to provide custodian coverage for the event.

The custodian's presence at the hall is to represent Mt. Carmel's interest in the use of the hall.

The custodian is not responsible to do the cleanup that the non-member is responsible for.

The custodian shall be responsible to unlock and lock the hall for the non-member. This also includes the different areas of the hall based on the Fellowship Building Use Agreement. The fellowship hall scheduler shall provide a copy of the usage agreement to the custodian so there is no question on what is to be locked or unlocked.

The custodian shall be present at all times of the event, including time of preparations and cleanup. This includes preparation time that may occur at a prior time before the event.

The scheduler will notify the custodian of the dates and times of all the activities associated with the event that require the custodian to be present, along with necessary names and phone numbers of the non-member using the hall. If the custodian is unavailable, the trustees are to be notified to provide custodian coverage for the event.

The custodian shall be available to assist, answer questions, and help with any unforeseen problem that may occur during the event. Example: Showing where clean up equipment and supplies are. Assisting in major spills that occur during the event.

The custodian will be paid \$10.00 for every hour being present at the fellowship hall for the non-member usage event.

The custodian shall turn in their hours to the fellowship hall scheduler. The Scheduler shall report the hours to the church secretary.

Board Approved Feb. 2002