



**Guidelines for Organizations Sponsored
by
Dinkey Memorial Evangelical Lutheran Church
1742 Dinkey Road, P.O. Box 250
Ashfield, PA 18212
610-377-4242 www.dmlcashfield.com**

1. The use of facilities by any organization must be approved by the congregation council. Dates and times must be scheduled with the church office.
2. Any meeting area used by the organization must be returned to its original condition before the group leaves the building.
3. Prior to leaving the building, all lights must be turned off, heat must be turned back to 62 degrees (Christian Education Building only), and doors must be locked.
4. Please refrain from running inside the church facilities.
5. Any organization leader who needs a key for the church facilities must fill out a key request form by contacting the church office. The organization must notify the church office of any changes in leadership positions and is responsible that all keys are returned and reassigned within one week of the leadership change.
6. Any organization may use the kitchen facilities according to the following:
 - a. Kitchen counters should be clean and equipment put away.
 - b. Garbage should be placed in the shed behind the cemetery garage.
 - c. If food is served during meeting or event, please do not leave leftovers in the refrigerators, freezers, or on countertops. All dry goods need to be stored in a plastic container (not a plastic bag).
 - d. If stoves and/or ovens are used, please turn off both gas valves and the exhaust fan.
 - e. If dishtowels are used please launder and return them to the plastic container within one week.
 - f. Please check that the stainless steel sink faucet is turned off.
 - g. If tables were used in the Social Hall please clean them before you leave.
 - h. If any damages or problems within the kitchen area are noticed please inform the church office.