

**CALVARY CHRISTIAN CENTER'S
FACILITY USE
*DO'S AND DON'TS***

1. TO USE ANY CCC FACILITY USE YOU MUST COMPLETE A ***FACILITY REQUEST FORM***.
2. FORMS MUST BE SIGNED BY ADVISOR AND/OR DEPARTMENT HEAD BEFORE TURNING INTO THE BUSINESS OFFICE.
3. PLEASE ALLOW AT LEAST FOUR WEEKS FOR RESPONSE.
4. YOU MUST RECEIVE A SIGNED COPY INDICATING APPROVAL OF YOUR REQUEST BEFORE STARTING YOUR MEETING OR CLASS. IF YOU HAVE NOT RECEIVED A SIGNED COPY WITHIN THE SPECIFIED TIME PLEASE NOTIFY THE BUSINESS OFFICE.
5. ***PLEASE DO NOT REMOVE OR ADD CHAIRS TO YOUR ASSIGNED ROOM. IF ADDITIONAL CHAIRS ARE NEEDED NOTIFY THE BUSINESS OFFICE.***
6. ***PLEASE LEAVE YOUR ROOM OR SPACE AS YOU FOUND IT. IF YOU MUST REARRANGE CHAIRS, PLEASE PLACE BACK TO THE ORIGINAL ORDER BEFORE LEAVING.***
7. ***NO EATING OR DRINKING ALLOWED IN ANY FACILITY.***
8. ***PLEASE LOCK ALL DOORS WHEN LEAVING.***
9. ***PLEASE TURN LIGHTS OFF BEFORE LEAVING.***
10. PLEASE LEAVE YOUR SPACE CLEAN.
11. BE COURTEOUS; END YOUR MEETING ON TIME.
12. ALL EVENING CLASSES MUST END BY 8:45 P.M. YOU MUST BE OUT OF THE BUILDING BY 9:00 P.M.

FAILURE TO COMPLY WITH THE GUIDELINES SET BY THIS ADMINISTRATION MAY RESULT IN TERMINATION OF YOUR REQUEST FOR FUTURE FACILITY USE.