

LIFE CHURCH MONROE

WAC Facility Rules & Use Checklist

To ensure participant safety, building security, and the proper care and maintenance of our facility, all teams, organizations, and user groups are required to follow this checklist during every visit. Completing these quick steps before, during, and after your event helps Life Church maintain a safe, clean, and welcoming environment for all.

1. Quick Reference & Emergency Contacts

Contact / Role	Name	Contact Information
Facility Operations	Chris Schwartz	513-462-6672 chris@lifeinmonroe.org
Pastor Bill	Bill Sargent	937-305-6834 bill@lifeinmonroe.org
Emergency Assistance	Emergency Services	Call 911

2. Facility Rules & Operational Checklist

A. Building Access, Security, & Entry Doors

- **Keep Doors Closed & Unpropped:** Exterior doors must remain closed at all times. Do not prop doors open using rocks, wedges, chairs, or other objects, as this damages door hardware and compromises HVAC systems.
- **Locking & Key Usage:** Use the provided door keys (located attached to the door frame) to properly unlock and lock entry doors.
- **Access Monitoring:** Responsible adult leaders must actively monitor entryways to supervise participant access and prevent unauthorized entry.
- **Departure Security:** Lock all exterior doors securely upon leaving, unless the next scheduled, authorized user group is actively present.
- **Surveillance Notice:** Entryways are continuously monitored via security cameras. Video footage will be reviewed in the event doors are left unlocked or propped open. Unsecured doors may result in immediate revocation of facility use privileges.

B. Restroom Cleanliness & Inspection

- **Arrival Inspection:** Inspect all restroom facilities upon arrival. If pre-existing messes or maintenance issues are found, report them immediately to facility staff.
- **Post-Use Cleaning:** Ensure all toilets are flushed, trash and paper towels are properly disposed of in receptacles, and sinks are left clean.
- **Energy Conservation:** Ensure all restroom lights are turned off prior to departure.

C. Lobby, Hallways, & Common Areas

- **Activity Restrictions:** Lobbies and hallways are strictly non-practice areas. Running, ball bouncing, kicking, or athletic drills are strictly prohibited in these spaces.
- **Spectator & Youth Supervision:** Parents and non-participating children are welcome to wait in the lobby during practices, provided children remain continuously supervised by adults.
- **Trash Disposal:** All food items, drink containers, and waste must be placed in trash receptacles. Any spills or messes must be cleaned up immediately.

D. Facility Lighting & Energy Management

- **Lighting Shutdown:** Turn off all lights in the gymnasium, lobby, and hallways before leaving the facility, unless another authorized group is currently using the space.

E. Basketball Hoops & Gymnasium Equipment

- **Hoop Adjustment:** Basketball hoops can be adjusted using the key stored in the kitchen lockbox (Code: **457**). Control panels for each hoop are located on the south wall adjacent to the kitchen entrance.
- **Height Adjustment Tool:** The manual height adjustment rod is stored near the gym storage closet. Return the tool to its designated storage location immediately after use.

F. Stage, Sanctuary, & Specialized Equipment

- **Protected Areas:** Do not climb on, move, or use altars, staging areas, AV/tech equipment, sound consoles, or musical instruments.
- **Furniture Care:** Move chairs and tables with care. Utilize chair dollies when transporting large numbers of chairs. Never drag furniture across the hardwood or gymnasium floors.
- **Kitchen Access:** Kitchen facilities may only be accessed or utilized if pre-approved as part of your reservation.

G. Sunday Service Setup (When Applicable)

- **Sanctuary Chair Setup:** If requested or assigned for fee waiver credit, groups must arrange sanctuary seating according to the official seating diagram found in the kitchen lockbox or the WAC Facility Use Binder (located next to the First Aid cabinet).

H. First Aid

- **First Aid Supplies:** Basic first aid supplies are located in the kitchen. Groups are strongly encouraged to bring their own team medical kit for athletic practices and games.

3. Printable / Sign-Off Checklist Summary

Status	Action Item	Category
[]	Arrival restroom & facility damage inspection complete	Pre-Event
[]	Exterior doors kept closed & unpropped throughout session	Security
[]	Lobby & hallways kept clear of sports practices / running	Common Areas
[]	Stage, instruments, and AV equipment left untouched	Equipment
[]	Gym tools/hoop keys returned to designated storage	Gym Maintenance
[]	Restrooms flushed, trash gathered, and lights turned off	Post-Event Clean
[]	Sunday service seating set up (if applicable / required)	Sunday Setup
[]	Gym and hallway lights turned off prior to departure	Closing Procedure
[]	Exterior doors securely locked upon exit	Closing Security

Thank you for your partnership in keeping Life Church Monroe safe, clean, and well-maintained!