

Adult Faith Formation Space Use Guidelines

- 1.) **CLASSROOM POLICES:** Classrooms are shared space at Manchester UMC. Classroom set ups should look like the picture provided. All chairs and tables should be put back if they were moved during class. All classes are expected use the cleaning solution and rags provided to wipe down tables at conclusion of class. Used rags can go in the bins provided. We ask that no posters or wall hangings, or personal items may be left out after a class session. All items must be stored in the Adult Faith Formation closets. To request closet space, please send Rev. Winter Hamilton an email. Classroom set ups should look like the picture provided. All chairs and tables should be put back if they were moved during class.
- 2.) **FOOD & DRINK:** Food and drinks are allowed classrooms. But we cannot store any food or drinks in any area of the room (closets included). For groups meeting on weekends or in the evenings (after 4:00 pm), all food trash must be put in the proper "Food Trash" bins. These bins are located in the 300s classroom hallway, the upstairs workroom, by room 141 (next to the giraffe), the main kitchen, the 200s classroom level (by library), and the downstairs workroom.
- 3.) **ENTRANCE:** All Adult Faith Formation leaders and participants should use the Narthex (Marble Entrance) on the north side of the building for classes that meet other than on Sunday Morning. Manchester UMC has the other entrances locked. For safety reasons, no leader or participant should open a locked door for strangers.
- 4.) **ADULT FAITH FORMATION CLOSETS:** Adult Faith Formation closets contain writing utensils and nametags. For classes that utilize more closet space, they must be cleaned annually. Once a year, all items are to be removed from closets, and the closets are to be deep cleaned before the items are returned.
- 5.) **LOCKS:** We are locking as few closets as possible. Manchester UMC staff needs to have access to all of the closets in the church. If you require a lock, you may request one. Manchester UMC will provide the lock. One set of keys will stay with you, and one set will stay in the church key lock box.
- 6.) **ZOOM:** Manchester UMC provides three ZOOM accounts for classes to meet online. These are first come, first serve. We will set up your ZOOM Meetings and provide you with ZOOM account information for your class.
- 7.) **OWL CAMERA:** Manchester UMC has two OWL Cameras, used for hybrid (in person and online) classes. When you register your class online, you may request to reserve an OWL camera.