



Responsibilities for the use of the **Common Street Spiritual Center**

If you are using the facility, either free or for a fee, please ensure that you **leave the space clean and in good order.**

When you plan your event, consider whether you need to **bring your own trash bags or other cleaning items.**

After your event, remove any **trash to the dumpster** in the back parking lot.

If you use tables or chairs, be sure they are clean, not painted on or sticky, etc. **Return any tables or chairs** you use to a proper location (normally where you found them originally).

Check that **ALL lights are turned off** at the end of your event. Also, please **close the windows.**

If using the Sanctuary, please **lock the front inner door** when you leave, unless you know someone needs it open for another event. Please **turn off the overhead fans.**

If you enter through the School Street door for your event, you do not need to lock this door afterwards; it opens and locks automatically on a timer.

Enjoy the space you have contracted to use and be aware that as a community space, you are one of many to appreciate this resource...**please treat the space well** as a way to respect others in the community. Thank you!