

DUTIES TO ALL WHO USE THE DLC CHURCH

Things we expect each one to be responsible for are:

- 1.** In the dining room, always return chair along the wall; not only yours-but perhaps some extra ones, also.
- 2.** Do Not put chairs on tables.
- 3.** If you spill-clean it up.
- 4.** After serving, clean all tables', counter tops, stoves, sweep up floor if needed. Wash linens you use/return.
- 5.** Take all garbage to dumpster in the south parking lot.
- 6.** Check bathrooms that toilets are flushed & water not running.
- 7.** Turn out all lights.
- 8.** Lock doors- east, west and the two south doors if you have opened.
- 9.** Flower or alter guild members are to take old flowers and oasis home and clean any mess. Including the refrigerators that are used for flowers.
- 10.** If something breaks or is not working correctly, you have three options:
 - a. Fix it
 - b. Replace it
 - c. If these are impossible, talk to someone who will do the above. Those to talk to are:
 1. Any church council member-especially the chairman of the Property Committee.
 2. Woman's Chairman of WELCA
 3. Church Council President
- 11.** If you have used the upstairs entry or sanctuary please vacuum, pick up pews and leave the area as you found it. Remember this is your church.