

Kingswood United Methodist Church

Building Use Guidelines

2 campuses: Buffalo Grove – 401 W. Dundee Road & Deerfield – 600 Deerfield Road

General Building Use Guidelines

1. The organization or group shall clean-up all areas used. The area should be returned to the same condition as it was found. All items associated with the program will be removed immediately following the event. Furniture may only be moved from room to room by the church custodian to prevent damage to the building, furniture and/or equipment.
2. Hallways are to remain clear and passable. Tables and chairs are not permitted in the hallways.
3. Lights in rooms, restrooms, and hallways shall be turned off, and all interior doors closed at the end of the meeting or activity.
4. Exterior doors are to remain closed. Exterior doors should never be propped open.
5. Report any maintenance problems or damage to the Director of Administrative Services.
(office@kingswoodumc.com)
6. Organizations and groups shall leave the building no later than 10:00 PM, unless prior arrangements have been made with the Church Administrator.
7. Kingswood Campuses are smoking, vaping, alcohol and drug free. Smoking and vaping are allowed six feet away from the buildings in designated smoking areas.
8. All activity is to be confined to the area designated in the space sharing agreement. Do not enter rooms, floors, or areas that are not part of your application.
9. Fire alarms and extinguishers are throughout the building in hallways. Please acquaint yourself with the locations.
10. AEDs (automated external defibrillator) are located at both campuses.
Deerfield: 1.) West wall of the first-floor lounge
Buffalo Grove: 1.) Center hallway south of the Sanctuary 2.) South hallway outside Room 116
11. After business hours, there is no access to the office. Please bring a cell phone for your use.
12. Kingswood can only share space with other non-for-profit organizations due to the 501 (c)(3) status
13. Kingswood will, subject to its discretion, cooperate in every possible way with the agreed user of our facilities. However, it is understood that the ministries of Kingswood will always have priority for building use.

Activity Center – Buffalo Grove Campus

1. Gym shoes are required in the Activity Center for recreational activities.
2. Red or purple beverages may not be served.
3. Wipe up spills on the floor immediately with clear water and paper towel or cloths. Do not use soap or detergents on the carpeting as they may damage it.

4. Basketballs and other recreational equipment are to be properly stored in the storage room. Balls should be placed in the containers. Balls should not be removed from the Activity Center.
5. Balls must not be thrown or kicked into the ceiling panels or walls. Kicking of any recreational equipment in the gym is prohibited. If ceiling tiles are damaged there is a fee for repair/replacement.

Classrooms – Both Campuses

1. All papers and trash are to be picked up and placed in the waste basket.
2. All windows are to be closed.
3. Tables are to be wiped off, lights turned off and doors closed when finished.
4. In rooms equipped with movable walls, the walls may only be moved by the Church Custodian or authorized church representative.
5. Signs may be attached to glass only. Please do not tape anything on the walls or white boards.
6. Use only dry erase markers on white boards.
7. Flame candles cannot be used in classrooms. Only electric candles are permitted.

Fireside Room and Fireside Kitchen – Buffalo Grove Campus

1. Left-over food is to be taken home or placed in the exterior garbage receptacles.
2. Any dishes, coffee pots, silverware, etc. used are to be washed, dried, and returned to their place of storage.
3. Any paper plates, napkins, and wrappers must be disposed of in trash bags and put in the exterior garbage receptacle.
4. Tables are to wiped off/tablecloths placed in dirty linen hamper in the usher closet.
5. Any furniture must be returned to original configuration.

Main Kitchen – Both Campuses

1. No pots, pans, utensils or other kitchen equipment may be removed from the kitchen.
2. Left-over food is to be taken home or placed in the exterior garbage receptacles. At the Buffalo Grove campus food may be left for our PADS Homeless Shelter if prearranged with the PADS Director. (The office can provide contact information – if necessary)
3. Any dishes, pans, silverware, etc. used are to be washed, dried, and returned to their place of storage.
4. Use of the coffee maker and dishwasher are only permitted with approval from the Church Office. This must be done through the Church Office no less than one week before the function. Dishwasher instructions will be provided.
5. If the stove is used it must be cleaned and grease emptied from the grease pans. The vent fan over the stove must be turned off.
6. All equipment is to be turned off, cleaned, and dried. Turn off lights and close all doors to the kitchen.
7. Floor should be swept/mopped when necessary.

Lounge – Deerfield Campus

1. Leftover food is to be taken home or placed in the exterior garbage receptacles.
2. Any paper plates, napkins, and wrappers must be disposed of in trash bags and put in the exterior garbage receptacle.
3. Any coffee pots, dishes, and silverware must be washed and put away.
4. Tables are to be wiped off.
5. Any furniture must be returned to original configuration.
6. Deck door cannot be propped open during event.
7. Thermostat must be returned to original setting. During the cold months, set at 65 degrees. During the warm months, set at 75 degrees.

Nursery – Both Campuses

1. All furniture must be returned to original configuration and all toys put away.
2. Any trash, including soiled diapers, must be disposed of in the garbage receptacle outside.
3. Lights must be turned off after use.
4. Deerfield: Air conditioning unit must be shut off.

Sanctuary – Both Campuses

1. Use of musical instruments and/or media/sound system require permission from the Kingswood Director of Music Ministries. The A/V system must be operated by an authorized paid A/V technician. (The office can provide contact information – if necessary)
2. No food or drinks are allowed in the Sanctuary.
3. No lit candles are allowed.
4. Any papers or handouts must be disposed of in the recycle bin outside the Sanctuary.
5. Deerfield: No one under the age of 16 is allowed to use the lift without adult supervision.
6. Deerfield: Air conditioning units must be shut off after use of the Sanctuary.

Other Spaces including Outdoor Spaces – Both Campuses

Each campus has additional spaces including outdoor space that may be reserved and used. The general building use guidelines and room specific instructions apply to all spaces on the Kingswood campuses. Unique requirements will be communicated when reserving these spaces.