

GUIDELINES FOR USING KINGDOM ACADEMY

PLEASE BE CONSIDERATE OF THOSE WHO USE THIS FACILITY AFTER YOU.

GENERAL INSTRUCTIONS

The STAGE, restrooms, and storage rooms are not play areas.
Parents will be held responsible for children under their supervision.
Do not use tacks, nails and/or duct tape on the walls and flooring.

GYMNASIUM AREA

NO Food upstairs.
Basketballs, footballs, volleyballs, etc. should stay only in the gym area. They are not permitted in the upper level.
Nothing should be thrown to or from the upper level.
Nothing should be thrown or kicked against the gym ceiling or bounced off the walls above the carpet.

KITCHEN AREA

Clean all surfaces, sinks, stoves, refrigerators, etc. which were used.
Make sure all burners and ovens are turned off.
Put used towels in the laundry basket in the storage room by the washer and dryer.
DO NOT USE THE DISHWASHER!

RESTROOMS

Make sure the toilets are flushed and wiped clean.
Check faucets and clean counters.
Remove trash (extra bags are under the sink.)
Turn off lights

GENERAL CLEANING

Make sure tables and chairs are set up in two rows of 7.
Sweep floors. Sweepers are in the closet under the stairs and in the northwest closet in the upper level. The gym floor dust mop is in the closet in the east end of the gym. A broom for the kitchen is in the electrical room.

FINAL CHECK

Put all trash in the dumpster. Trash bags are under the coffee pots.
Make sure lights are turned off with the exception of the foyer, kitchen, and hallway entrance lights.
Make SURE ALL doors are locked.
Return the key to the lock box.

KINGDOM ACADEMY IS NOT RESPONSIBLE FOR ACCIDENTS.

If necessary, call: Jeff Yergler 260-824-5068
Brian Steffen 260-273-2323
Kent Reinhard 260-824-1098
Jeff Lemman 260-565-3815 or 260-273-1862