



- **Pick up keys not less than three (3) business days prior to the event.**

Contact Hosanna Gifford (540) 898-0757, ext.232, or [education@spotswood.org](mailto:education@spotswood.org). Please be mindful of church business hours and closures related to holidays. Office hours are 8A - 4P, Mon - Thurs. Offices are closed every other Friday and close at noon on the alternate Fridays.

- Please use parking areas closest to the facility you have reserved. Park only in non reserved spaces, complying with all signage. **NO PARKING** at the adjacent Stine Chiropractic Offices. Towing may be enforced at the vehicle owner's expense.

- **Please review and obey all conditions of "Facility Use Policy."**

- The applicant or applicant's designated party shall inform all participants and attendees of the area to be occupied based on the reservation, location of exits, restrooms and any regulations necessary to assure compliance with the "Facility Use Policy."
- Please return facility to an "as found" condition. Remove all personal property, decorations, food and drink and other materials brought to the Facility for the event. Clean up inside and out as necessary and place all waste materials in provided containers. Place all furniture back in place.
- **BEFORE LEAVING** – Check to make sure everything is turned off, verify no plumbing fixtures are running. Turn off all lights. Make sure facility is locked and otherwise secure.
- Following your event, make necessary arrangements to return all keys and pick up your security/cleaning deposit. Spotswood staff will inspect the facility immediately following the event for compliance with the "Facility Use Policy."