

Seekers Church

A Christian Community in the Tradition of the Church of the Saviour
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Setup Instructions

Chairs and Tables

If you are doing your own setup, please note that chairs are stored on wheeled carts. Each cart holds 10 chairs ONLY. Six- and eight-foot folding tables are stored in the street-level closet across from the elevator. Please use care when moving chairs and tables. The benches in the sanctuary may not be moved without permission.

Linens, Silverware, etc.

You must provide your own tablecloths, napkins, plates, utensils, cups, glasses, etc. You are welcome to use pots and pans and other kitchen equipment, provided you clean it afterward and put everything back where you find it. Please bring your own kitchen towels, if you need them.

Movable Wall

The movable wall between the sanctuary and skylight room may be opened only with the express permission of Seekers Church. You will be charged for any damage to the wall that results from improper opening or closing.

Cleanup Instructions

General

You are responsible for cleaning up after using the Seekers Church building. This includes returning all tables, chairs, and other furnishings to the arrangement in which they were found. You must clean up any papers, food, beverages, and other items and sweep or vacuum the floor, if necessary. Wipe up spills as they occur. If you have used the kitchen and dining areas, you are responsible for cleaning these areas, including wiping down all counters and tables.

Cleaning Supplies

Brooms and other cleaning supplies are stored in the kitchen closet to the left of the refrigerator. If you follow the wall to the left of that closet you will come to an interior door; a small carpet sweeper is usually kept on the other side of that door. A canister vacuum cleaner is kept on the street level, in the closet under the front stairs.

Trash and Recycling

All trash must be bagged, tied, and placed in the trash cans in the driveway. This includes trash from the restrooms. There are black plastic bags for this purpose under the three-bowl sink in the kitchen, as well as white plastic bags to use in the indoor receptacles.

There is a recycling container in the kitchen for paper, cardboard, plastic, glass, and metal. The following items are NOT recyclable: Paper towels and napkins; used paper plates; butter and other food wrappers; styrofoam and other foam; plastic “clamshells.” If you largely fill this container, remove the full bag, tie it, and place it in the recycling can in the driveway. Replace the bag with a clean one found at the bottom of the container.

Do not place unbagged trash or recycling in the outside cans.