

## 1. HOURS OF OPERATION

- A. The House and the parking lot will not be occupied by any group or any person between the hours of 11:30 p.m. and 6:00 a.m. Monday thru Saturday, as well as, the additional hours of 6:00 a.m. thru 12:30 p.m. on Sunday, as the church needs the parking space.

The premises shall not be occupied for meeting purposes of AA, ACOA and AL-ANON past 10:30 p.m.

From the Dakota Alano Society's lease agreement with Mt Calvary Church 2012

- B. Normal operating hours will be Monday thru Saturday 9:00 a.m. to 10:00 p.m and on Sunday after 1:00 p.m. to 10:00 p.m., and no more than 1 hour before and after scheduled meeting times.
2. USE OF THE HOUSE
- A. Clean your own personal use areas. Take coffee cups, coffee pots, and litter to the kitchen. Either wash or properly dispose of them. Each group is responsible for keeping the house clean.
- B. Make sure the kitchen area is left clean, counters are washed off and the coffee warmers and teapot are turned off.
- C. If trash bags are full, please secure them and take them outside to proper receptacles on or near the parking lot. Replacement bags are under the kitchen sink.
- D. Check all windows and **all 3 doors** - they must be closed and locked - and turn off lights.
- E. Posting of notices, signs, pictures are restricted to bulletin boards in the kitchen except by direction of Board of Directors.
3. USE OF PHONE
- This is a business phone for persons seeking help and information. Personal calls must be limited to 5 minutes. Do not make out-going calls unless absolutely necessary.
4. USE OF GROUNDS
- A. All outdoor activities shall be restricted to the North, West or East side of the building. Organized special events are to be approved by the Board of Directors after approval from Mount Calvary Lutheran church. The Board of Directors will seek approval from the church.
- B. Fellowship is encouraged either inside or outside on the grounds, however loitering is not allowed and the 10:30 p.m. deadline is absolute, including the parking lot.
5. ACCESS AND PARKING
- A. Drive slowly and carefully
- B. Enter and exit as directed by driveway signs.
- C. We are encouraged to leave parking spaces nearest the walkway open to those who may be physically challenged/handicapped.

Any questions or complaints regarding maintenance should be directed to the Board's maintenance representative. Leave a message in the Maintenance mail slot. Success of this facility is everyone's responsibility.