

Methodist Activity Center

Use Guidelines

Welcome to the Methodist Activity Center.

We are glad you are using our facility and ask that you treat it with care and respect.

Please be sure the facility is left in the same state in which it was found.

Supplies:

- * **Please provide your own plates, cups, napkins and plasticware for your event unless it is an Orion United Methodist Church function.**
- * Extra paper towels and hand soap can be found under the handwashing sink.
- * Extra toilet paper and a mop bucket can be found in the janitor's closet.
- * A first aid kit is located in the bottom drawer between the sinks in the kitchen.
- * Consult the kitchen map for the location of other items.
- * When using the chairs, take note of how they are hung on the storage cart in the closet by the water fountains.
- * 6 foot tables are located in the back of the closet by the water fountains.
- * 8 foot tables are located in the northeast closet.
- * Sports equipment is in the first closet along the north wall.
- * The sound system can be used only if proper instruction has been received from church personnel.
- * Please note the colored dots on the outlets in the occurrence of a blown fuse. The fuse box is located in the kitchen.

When your event is over, please do the following kitchen tasks:

1. Wipe clean all counters and empty the mesh trap from the large sink into the garbage.
2. Sweep the kitchen floor. The broom and dustpan can be found in the corner by the chest freezer.
3. Make sure the oven, microwave, refrigerator and freezer are free of your belongings.
4. Place the used dish towels in the basket on the counter.
5. Turn off all facility lights. The light above the south door is a security light and it will remain lit.
6. Take the garbage to the dumpster (outside the south door) and put new trash bags in the cans.

Trash bags can be found in the top drawer next to the refrigerator and on the janitor's cart in the closet next to the water fountain.

Contact Information:

- * The address of the Methodist Activity Center is 1104 5th Street in the event of an emergency.
- * The non-emergency phone number for the Orion Division of the Henry Co. Sheriff's Dept. is 309.526.3403.
- * The church office phone number is 309.526.8511. Office hours are Tuesday through Friday 9 am to 2 pm.
- * Pastor Dave Schultz can be contacted on his cell phone at 309.798.9080.
- * The Methodist Activity Center's janitor is Erin Herring and can be reached at 309.235.0130

The Orion United Methodist Church warmly welcomes you to attend our church services.

Services are offered at 8 am and 10:30 am with Sunday School for all ages at 9:15 am.