

# Rules and Regulations

## Sandusky Mission Outreach Center

### First Presbyterian Church, Sandusky, OH

When your group registers a trip with us, please send us a signed copy of this form and maintain for yourselves the original. In signing this form, you agree to abide by these rules and regulations while you are with us. Otherwise, damages may be assessed to your group and/or church.

1. While in our building, groups are responsible for maintaining the building in the condition in which you find it. Please clean up behind yourselves reasonably. Our custodian will mop the floors, clean the bathrooms, and perform any long-term cleaning when you leave. Please regularly keep floors swept and kitchen clean while you are here. Take the trash out and turn off lights when not using them.
2. Chaperones are required for all groups with children/teens under the age of 18. Chaperones must be in the ratio of 1 per 7 youth or 1 per 5 children, with a minimum of two (one male, one female). Chaperones are responsible for knowing where all minors are at all times in our building and on projects. First Presbyterian Church takes no supervisory responsibility in this matter.
3. For your knowledge and understanding, the city of Sandusky has a curfew which applies to all youth/children on the streets. It does not apply for your group returning from Cedar Point or other entertainment and entering the building for the night. The curfew states that no minors (under 18) will be in any public place during curfew hours, which are as follows:

10 p.m. – 6 a.m. for minors 14 and under on weekdays, 11 p.m. – 6 a.m. on  
Fridays and Saturdays

11 p.m. – 6 a.m. for minors 15 – 17 on weekdays, 12 p.m. – 6 a.m. on  
Fridays and Saturdays

Once you are in the building past these hours, you must remain in the building.

4. In the kitchen, you may do a bit of cooking for your dinner if you wish, however the fire department has strict regulations against any cooking with grease/fat produced. Please use only the perishable supplies allotted to you, and clean up after any cooking or food preparation you do to prevent the attraction of pests. The appliances in the kitchen are available for your use except for the dishwasher. No one is authorized to use the dishwasher. We have posted a checklist by the kitchen door. Each time you use the kitchen, please run down the checklist when finished to ensure that everything is left in order.

5. Use only the rooms shown to you by the person who welcomed you to the church. Keep those rooms free of food and drink items, except for the Fellowship Hall. Please dispose of all food and drink items in the kitchen.
6. Please treat our building as if it were your home. Exterior doors are to be locked during the night and any time you are out of the building.
7. Males and females are to sleep in separate rooms, shown to you when you arrived. There are no exceptions to this rule. Male and female chaperones are to sleep in the rooms with their students.
8. The handicapped-accessible bathroom has two showers, a sink, and a toilet. It is a unisex bathroom. Please have all males OR all females using it at any one time. Limit your showers to a reasonable time. We have a large hot water tank, but it will only go so far.
9. If you need anything while you're with us, we'll leave contact information for you to use, as well as a welcome book sharing information about the area. We want you to enjoy your stay very much, and we look forward to welcoming you again next year!

We understand and will abide by these rules and regulations. We realize that if we leave the building in poor shape, damages will be assessed to our group and/or church. We understand that the chaperones in our group are in charge of implementing these rules and regulations, and we will review them with our entire group prior to our arrival and/or upon our arrival.

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_