

First Open Bible
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4 Step Process: First Open Bible Building Usage Guidelines

1. Request for use needs to be sent to the board of elders with the following info included: Names, date, room requested, purpose of use. Also if there are any scheduling conflicts. Once board approval is received, step 2 can move forward.
2. A staff pastor needs to approve the agenda/schedule for the reservation.
3. Cleaning protocols and building usage guidelines are sent and cleaning procedure must be completed after use.
4. Follow up from a pastor on how the meeting went. (email, text, phone call, in person.)

**There is a spreadsheet that should be updated as progression is made in this reservation process.*

Cleaning Protocols for Building Usage

1. Pick up and throw away all trash and debris.
2. Vacuum areas that were used.
3. Wipe down all touchpoints in the room. i.e. handles/door knobs/tables
4. Fog every room used, including bathrooms.
5. Turn off all lights and make sure all proper doors are locked.

After completion of your reservation, one of our staff pastors will follow up with you.

Thank you!

Board of Elders, First Open Bible