



Athletic Field / Hospitality Center Open / Close Protocols

The Athletic Field and Hospitality Center is available to all Mitchell Road ministries to use for ministry purposes. Use of the athletic field and / or hospitality center comes with responsibilities for proper use and care of church property. Each ministry event will have a named ministry sponsor (staff member, Elder, or Deacon) who will oversee all aspects of field use and/or use of the Hospitality Center.

Ministry Sponsor Responsibilities

- The ministry sponsor is the owner's representative for the event.
- Schedule the event including which part(s) of the property is being used.
 - Ministry events can be requested via FMX Schedule requests or by contacting the church or school schedule coordinators.
 - Church schedule coordinators are support staff for each respective ministry.
 - School schedule coordinator – Erin Graham, MRCA office
 - School Athletics Equipment (soccer goals) – Frankie Rodriguez
 - Soccer Field Irrigation & Mowing – Steve Harper
- Open / Close the field for use. Be present for the entirety of the event.

Use Options

- Field access only – Upper and/or lower practice field
- Field & Restrooms – Upper field only, restrooms available for use.
- Field & Hospitality Center with restrooms – Upper field only, typically ministry events

Opening Procedures

- Unlock the double gate(s) for participants to enter the field area. Gate Lock Code = 1612
 - Keys are available to enter the single gate and HC/Restrooms.
 - Future - card access readers will be installed at both the single gate and HC entry door.
- If using the restrooms, the key box is inside the concession area. Unlock restrooms.
- Set out trash cans if needed.
- Field lights are available for use for night events only.

Closing Procedures

- Check & lock all Restrooms. Check water faucets, no running water.
- Return key to key box in concessions area.
- Clean inside concession area, wipe down surfaces, sweep floor, remove trash.
 - Check faucets are turned off, no running water.
 - Turn off lights, lock concessions area.
- Concession Roll-down doors – verify locked and secure.
- Collect trash (if any), take trash to the dumpster near the Athletic & Youth Center.
- Turn off field lights if in use.
- Check & verify that all gates are locked.