

## The Allen Building in Montreat – Use of the Swannanoa Room (a.k.a. “Allen A”)

Montreat Presbyterian Church is pleased to work with our partner organizations to provide a place for spiritual growth, nurture and exploration, and will give every effort to extend the same gracious courtesies that we receive from our partners in ministry.

The Swannanoa Room is leased, along with some adjacent office space, by Montreat Presbyterian Church (USA). (The adjacent space is unavailable for use by other groups.) The Swannanoa Room includes two restrooms as well as the main room. All items in the Swannanoa Room are the property of Montreat Presbyterian Church (PCUSA), with the exception of the upright piano, which is on loan to us from one of our church members.

The room contains

- 60 padded, stackable chairs
- 5 rectangular, grey folding tables
- Communion table, lectern, bookcase, various small tables and other appointments

Groups using the room are responsible for set-up arrangements, care, and clean-up. PLEASE RECYCLE. Both trash and recycling baskets are emptied weekly. **We appreciate having paper products replaced that have been used by groups borrowing the space.**

Please note:

1. Damage to church property or to the interior of the building must be repaired to the satisfaction of the session (mission council) of Montreat Presbyterian Church, which **may include replacement of damaged** chairs, tables, floors, windows, walls, or any other aspect of the interior, fixtures, and/or furnishings.
2. **Only painter’s tape (“blue tape”) may be used on walls**—no tacks or other adhesives.
3. **Furniture and books are not to be removed** from the room under any circumstances.
4. **The piano is to be regarded as a delicate musical instrument, not used as a doorstop or tabletop** or for any other use.
5. Outside doors should not be left open while the room is being heated or cooled. **Be sure all lights are turned off and BOTH exterior exits are locked** when leaving the room.
6. **The room is to be left in exactly the configuration in which it is found.** Ordinarily this will be +/- 30 chairs set up facing the communion table (opposite the window) with a center aisle, and the rest of the chairs stacked in a “back row” under the window.

During the summer conference season, the room is used for a Saturday morning program. **The room is to be left as it is on Saturdays from 9:00 A.M.-12:00 P.M.**

Groups use the Swannanoa Room at the discretion of Montreat Presbyterian Church, and are scheduled by the pastor and office administrator. Keys and hours of availability will be arranged with the pastor or office administrator, and we will do our best to meet the timing needs of your group. **Church office: [office@montreatchurch.org](mailto:office@montreatchurch.org); 828-664-9212. Pastor Keith Grogg: [pastor@montreatchurch.org](mailto:pastor@montreatchurch.org); 828-713-5439.**

We are delighted to be able to help your group have an enriching experience at Montreat!

Keith Grogg  
December 20, 2017