

Ultimate Light Mission Rules of Conduct

ULM is community-oriented and values the energy and camaraderie created by your events. We strive to keep our prices affordable, and we need you to do your part to make it work by being mindful of what it takes to keep the Mission operational. It is your responsibility to follow the guidelines below and to treat the space with respect and consideration.

- **ULM is a smoke-free, drug-free, fragrance-free environment.** There is to be absolutely NO SMOKING, drinking or other controlled substances anywhere on the premises, including the parking lot. We also request that fragrances are not worn to any event held at ULM, due to allergies and sensitivities.
- Parking is limited to our parking lot in front of Ultimate Light Mission and along the drive leading up the hill. ***Make sure guests do NOT park in the big parking lot for the building at the top of the hill.*** Overflow parking is okayed at Sunset Park.
- Encourage removal of shoes in the facility and let them know they are welcome to bring slippers or fuzzy socks. If anyone has issues with removing shoes, it does not have to be strict enforcement, as long as dirt is not tracked into the space.
- Inform attendees to not leave behind their personal belongings. Found items will be placed in Lost & Found for up to 1 week, then donated. **Items can be picked up during hours of operation,** by checking the Event and Class schedules on our website.
- Anything related to fire i.e. candles, sage, incense, palo santo, etc. must be pre-approved and administered by the event coordinator(s) personally. **Precautions must be taken to avoid wax spills and burns on the floor or furniture.**
- Any use of the kitchen must be requested prior to use.
- Be respectful of the Mission's community-use property i.e. chairs, blankets, pillows, space heaters, table cloths, kitchen utensils, etc. Please report any noticeable spillage or damage on the date of your event, and not leave for us to discover at a later date when the stains set in and are harder to clean.
- Be mindful of the City Ordinance regarding noise. There are to be NO LOUD SOUNDS after 10pm.
- Marketing materials: we gladly share your fliers and information on our website and on social media, and when provided, at the Mission itself prior to your event. Our marketing materials are expected to be displayed during your event as well so that **everyone has a chance to see what we offer.**
- Be sure that you have all of the items needed for your event. ULM only provides the space for events, and does not include extra services or staff that may be needed for your event.
- As the event facilitator, you are responsible for the conduct of your event attendees.