

# BOOKER INFORMATION

*The Temple Priestesses appreciate you ...  
... we are here for you and your beautiful event!*

## WHAT the TEMPLE PROVIDES:

### Upon Booker Arrival:

- ✓ Clean/empty garbage cans, w/fresh liners, all rooms
- ✓ Clean kitchen, dishes washed/put away, kitchen ready for use
- ✓ Clean floors, all areas
- ✓ Clean dining room table, ice tea/water/refreshment on table with cups (events over 40 persons, booker to bring additional cups)
- ✓ Screened altars in Sanctuary for mixed events; “Oneness” altars out and set up if booker desires
- ✓ Priestess available to show booker where borrowable items are, including tables, tablecloths, serving dishes, chafing dishes(booker must provide own fuel for chafing dishes); Temple does not provide food service disposable products such as napkins, plates, cups, etc. for events over ten persons serving food)

### By Beginning of Event:

- ✓ Clean bathrooms fully stocked with paper products
- ✓ Lit candles throughout Temple, at priestess discretion (fewer candles lit during heat of summer)
- ✓ Directional signs out on lawns

### At Closing, Temple Priestess Responsible for:

- ✓ Empty garbage cans all rooms; in case of event larger than 10 persons, priestess may ask for booker assistance in taking out exceptionally large amounts of waste made by event
- ✓ Directional signs back in closet
- ✓ Unscreening, if necessary, of altars; return of Oneness altars to under quarter/women’s altars
- ✓ Bathrooms cleaned; restocked with paper products
- ✓ Straighten Oshun’s Lounge pillows; wipe off red tables
- ✓ Check for spilled wax, etc. on floor; for all “normal use” dirtying, the Temple handles; however, for especially difficult dirtying created by event, booker must assist in clean-up; priestess to immediately report any serious damage to Director
- ✓ Accounting for all borrowed items; being sure each is returned to proper storage
- ✓ Other regular/normal Temple closing duties not related to booker’s event

# YOUR RESPONSIBILITIES as BOOKER

## At set-up:

- ✓ CHAIRS: Move Sanctuary chairs to preferred configuration for event (it is not the Priestess's job to move tables/chairs)
- ✓ TABLES: Take out tables as needed (Priestess to show location)
- ✓ BORROWABLES: Request of Priestess other borrowable items (tablecloths, statues, serving dishes); please do not take without permission from Priestess, even if you have used at previous events; Priestess must know where Temple belongings are

## At closing:

- ✓ Return chairs to regular configuration (see chair plan on side of pillow shelves in Sanctuary )
- ✓ Return any carpet squares moved to original configuration (see plan on side of pillow shelves)
- ✓ Return any tables used to behind East altar in same order
- ✓ Borrowed items:
  - TABLECLOTHS: Spot clean (ask Priestess for cleaner), fold and return to Priestess
  - BLANKETS: Fold and return to cubbies (lower shelves) any blankets used
  - PILLOWS: Return any pillows used to shelves, north side of Sanctuary
  - STATUES, ALTAR & RITUAL ITEMS: Return to Priestess in same condition as given
- ✓ Spilled wax on floor from event candles must be cleaned up before departure
- ✓ For EVENTS SERVING FOOD:
  - Wash serving dishes/utensils; replace them to proper storage location (ask priestess if assistance needed)
  - Leave dining room table as found, clean and wiped down; all booker food removed from premises, including from refrigerator; any food donated to Temple must be covered in plastic
  - Vacuum dining room area after food service (Priestess to provide vacuum or sweeper)

# BOOKER MAY NOT:

1. Plug any electrical device into strip without permission; *booker, please use electrical cord behind east altar/music cabinet only for audiovisual. Plugging devices into strips may cause a Temple-wide power outage, spoiling your event.*
2. Alter or change Temple sound system in music cabinet.
3. Remove anything from Temple with intention to fix or clean and return. *We appreciate the thought, but prefer to have things remain at the Temple.*
4. Move any large furniture items without advance written permission, *including Reception room table, Oshun's Lounge tables, dining room table, piano, podium, altars. Many large items are set in place with special wiring that will be damaged if moved without proper preparation.*
5. Remove any statue from any permanent Temple altar *to use in temporary event altars. Our altars charge with the sacreds that are upon them. Removing these sacreds damages the power of the altar.*
6. Take any special Temple belonging for use in event without permission *by the priestess. Many times, you will see just what you need (a fan, sage, incense, a ritual object) in our Craft Room. Please let the priestess know that you would like to borrow an item, rather than just taking it. The priestess is responsible for all Temple items during her watch. Missing items are her responsibility. Please inform her of what you need so she knows what to account for at your departure.*

Thank you! We have many wonderful people using this Sacred Space for their spiritual events. Helping us by adhering to these requests makes for an orderly and well-run Temple for your continuing use!