



BUILDING USE RESPONSIBILITIES

1. Contact the Executive Pastor's office to make arrangements to pick up a key or to have the building open for your event. This should be done no later the 3 days prior to your event.
2. Set the room back to its original set-up.
3. Pick up all trash. Trash should be taken out to the dumpster at the back of the parking lot. There should be extra garbage bags in the cabinet. Please make sure to replace the trash bags in the garbage can. Do not place any trash in a garbage can without a trash bag liner.
4. If you reset the thermostat, please put it back.
5. If you are using a room with a kitchen, the kitchen needs to be cleaned. All dishes should be placed in the dishwasher and the dishwasher turned on. Wash all items that do not fit into the dishwasher.
6. Rinse out coffee makers, coolers, etc.
7. Wipe off all counters and tables.
8. Place used tablecloths in the marked basket in the kitchen.
9. Do not leave food in the refrigerator. Take it home.
10. Turn off the light(s).
11. If you have been issued a key it is your responsibility to lock the building and set the alarm unless alternate arrangements have been made.

Thank you for helping us keep our buildings clean and ready for use. If you have any questions, please feel free to call the Executive Pastor's office.