

## **Facility check list**

Please be aware that you (or someone you designate) will be responsible for the following:

- Turning off all lights (please check the restrooms)
- Taking out the trash
- Putting away extra tables and chairs
- Returning tables and chairs to original set-up position
- Cleaning the kitchen
- Removing all remaining or unused food from the kitchen/refrigerator
- Disposing of decorations
- Locking the Church doors

Usage fees do not include use of tablecloths, linens or other kitchen utensils. Please refrain from using candles in the Fellowship Hall. There is no alcohol use permitted at any time.

Trashcans are located in the alley beside the church. From the Fellowship Hall, exit the glass doors facing the playground and the trashcans are to the right, by the side of the Church.

A diagram of the Fellowship Hall is provided for you in the kitchen. Please refer to this as you are returning the tables and chairs to their original position.