

# Church Room Usage Checklist

## General Room Usage

1.  Collect all garbage into bags and bring it out to the dumpster if the bag is full
2.  Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains.
3.  Return all tables, chairs, easels, and any other equipment to their proper places after your event. Return all rooms used back to their normal set up. (Note: All tables and chairs should be broken down and put away unless an agreement with the following ministry has been made).
4.  Report any damage to equipment or property promptly to the office.
5.  Remove any items put up on the walls or set out in connection with your event.
6.  If the building is not in use when finished, please check that 1: all doors are locked, 2: windows are closed, 3: interior/exterior lights are off 4: All doors are locked.

## Kitchen Usage

1.  please wash and dry all dishes, cups, and silverware used and return them to the correct cupboard.
2.  Sweep floors and mop as needed.
3.  Return items to designated cupboards. Cupboards are labeled for your convenience.
4.  Take home all food and beverage items unless specific plans for usage have been made. We have limited space to store these in our one refrigerator.
5.  Wipe counter tops and stove, and clean sink. **Leave used dish cloths and towels on the counter.** They will be picked up and laundered.
- 6:  **Trash** should be put in garbage cans and brought to the dumpster in the parking lot if they are full. Otherwise, if they are not full the Janitor will dispose of the bags.

## Outdoor Usage:

1.  Return all sports equipment (i.e. nets, balls, cones), tables, chairs, outdoor furniture, the grill etc. to their proper place of storage to ensure a clear lawn for the mower to come through.
2.  If the grill was used it must be cleaned before putting it away.