

CHECKLIST FOR FACILITY USE:

- If you are issued a key or code, do not share this with your group.
- The heat or air conditioning is programmed for your event ahead of time.
- To key open the Narthex door use the allen wrench key hanging on the hook above the small table by the door. Depress the exit bar, insert and turn the key to keep the bar depressed.
- When all participants have arrived, please lock the door so unexpected arrivals don't enter the facility during the function. To release and RELOCK the door, take the Allen wrench out and hang it back on the hook.
- Lights for the Sanctuary are in the panel box in the usher closet. All the breakers labeled "yes" turn on all the lights.
- Lights for the Fellowship Hall are on the panel by the entrance to the Fellowship Hall.
- Dishwashers instructions are printed out on the cupboard above. Please leave the dishwasher empty and all dishes dried and put away.
- Trash bags are under the kitchen sink. Please take out all the trash and empty into the trash cans outside the kitchen door down the sidewalk to the right of the building. Replace the bags in the trash cans with new bags.
- Please sweep all areas used. (Narthex, bathrooms, kitchen) There is a broom behind the kitchen door and in the usher closet.
- **Please vacuum all areas used.** (Narthex rugs, Sanctuary, Hallway, Fellowship hall, Kitchen, Nursery, Chapel)
- Replace any chairs and tables that were used for your event to the location(s) occupied when you arrived.
- Clean bathrooms using the clorox wipes and toilet bowl cleaner located in each bathroom. Take trash out of the bathroom; replace bags if needed.
- Clean up and take all of your food and personal belongings with you.
- Make sure all lights are turned off and all doors are shut and/or locked when you leave the building.
- *In winter months you may need to shovel and salt the entrance. The shovel and salt are located in the usher closet. If the NatheX needs to be mopped, there is a spray mop in the usher closet also.
- **Please leave the facilities clean and like you found it.**

If there are any problems or questions during your even please contact Jennifer Stamey, Facilities Manager, at 828-406-3539.