

## Please Use Our Facility Wisely - Checklist

1. Always return tables and chairs to their original configuration (see diagram on the room wall for configuration) and **turn the lights off** when leaving the room. Please do not take tables or chairs from other rooms.
2. Please clean up any trash or mess you have created.
3. If you are the last group in the building, it is your responsibility to secure the entire building.
4. Please do not serve any fruit juices with dark colors, (grape, cherry, fruit punch, etc.), they stain the carpet. If you stain the carpet please let someone on staff know so we can clean up as soon as possible. Eating and drinking in the Social Hall only.
5. Please no paints or chemicals in the rooms at any time.
6. Please no open flames or heaters.
7. Please no unattended children under the age of 18 **at any time.**
8. **All children under the age of 18 must be accompanied by two adults at all times.**
9. Please use only the room(s) you have reserved. \_\_\_\_\_
10. Please **DO NOT** attempt to change or adjust the room thermostats, they are programmed for energy efficiency.
11. Please **DO NOT** unlock or open windows.
12. Children should not be allowed to play in the hallways. This disturbs other groups in the building.
13. Please no children in the Social Hall without adult supervision.
14. If you plan to use the kitchen facility during your event, you must request it on this form.
15. You must enter and leave by the double doors that are located by the church office. No other door for entering or leaving is to be used for any purpose, except in an emergency.

I have read and understand the above guidelines and will abide by them.

Signed \_\_\_\_\_

Date \_\_\_\_\_