



Facility Clean-Up Checklist

We hope that you had a great time during your event. As stated in your rental agreement, you are required to clean up all used areas of the facility before you leave. Thank you for your cooperation in ensuring our facility is well kept.

Please complete the following clean-up checklist for all rooms applicable and return it to the church office (you can slide it under the door before you exit the building). A walk through will be done following your event. If items on the checklist are not completed, a cleaning fee of \$100 can be charged to you/your organization.

- **We ask that you do not use any tape of any kind on the gym floor, and no glitter or confetti be used.**
- **You are welcome to move tables and chairs, however they must not be dragged across the floor, and should be put back the way you found them.**
- **All paper supplies and table covering are to be furnished by the renter.**
- **All trash should be taken to the dumpster before exiting the building****

Restrooms & Hallway

- Check to see that all toilets have been flushed, sanitary napkin bins emptied out, sinks are turned off
- Wipe off soap dispensers, counters and sinks
- Make sure no trash or paper towels are on the floor
- Empty trash cans and replace with new bag
- Sweep hallways
- Clean off double glass doors

Kitchen

- Wash, dry and put away all dishes used
- Wipe off stove, counters and sinks
- Place all used dish rags & towels in a plastic bag and leave on the kitchen island
- Empty trash and replace with new bags
- Sweep and mop kitchen
- Make sure no food is left in the kitchen, refrigerator or freezer



Gym

- Wipe down all tables and chairs used
- Sweep & mop floor as needed
- Set the room back up using the picture provided (10 tables, 72 chairs)



GYM SETUP

- Align all tables in front of windows
- Tables should line up with red line
- Kinder/1st/2nd= 16 chairs
- 3rd/4th=14 chairs

Sanctuary & Foyer

- Remove any trash and items left in the seat rows
- Ensure no personal items are left on the stage or in foyer
- Sweep up any messes on floor

Hospitality Room

- Empty trash cans and replace with new bags
- Sweep floor
- Wipe off tables and chairs
- Set tables and chairs back the way they were when you arrived



Restrooms

- Check to see that all toilets have been flushed, sanitary napkin bins emptied out, sinks are turned off
- Wipe off soap dispensers, counters and sinks
- Make sure no trash or paper towels are on the floor
- Empty trash cans and replace with new bag

_____ I have read and completed the Clean-Up Checklist.

Signature: _____ **Date:** _____

Phone Number: _____

Emergency Phone Numbers:

Pastor Tom Gates (740) 475-7193

Pastor Sawyer Harlow (740) 500-8940

Tisa Barlow (740) 438-4614

