

Building User Checklist

User Group Name _____ Date _____ Time In _____

This checklist must be completed and left on the clipboard before security deposit for keys can be refunded.

Were church areas/rooms in good condition when you arrived? **Yes** **No**

If no, what was wrong?

Checklist (To Be Completed Before Leaving Church)

Langley Hall, Classrooms, Worship Space

Langley Hall	Sanctuary, Chapel	Classrooms	Task to be completed
			Chairs/Tables put away
			Sweeping/Vacuuming done
			Garbage bagged and put in dumpster
			Checked condition of all bathrooms used
			Heat/Air turned off
			Lights off
			Lock all doors
			Close all windows
			Cleaned room of all items used for meeting

Kitchen/Fellowship Lobby

- Dishes washed, dried & put away
- All appliances turned off completely
- Sweeping done
- Garbage bagged and put in dumpster
- Heat/Air off
- Lights off
- Lock all doors
- Microwave clean inside
- Cleaned room of all items used for meeting
- Checked condition of all bathrooms used
- Emptied and cleaned coffee pots
- Freezer door shut tight
- Clean carts of all coffee grounds and other spills

Parking Lot

- Make sure no debris is left in parking lot
- Notify church office of any vehicles that will be left in parking lot longer than anticipated

In the **Chapel**, please leave the light switch set at **Photocell On** when you leave. It will light the stained glass windows when there isn't enough natural light.

Any problems noted/maintenance items needed?

Signed _____ Date _____ Time Out _____

Print Name _____ Phone _____