

Building Usage Clean-Up Guidelines

The following are guidelines that must be adhered to without exception. Please check off and return this form to the office following your event. You must return the room as you found it.

- Chairs put up
- Tables put up
- Floors swept*
- Floors mopped*
- Bathrooms clean
- Garbage put in outside dumpster
- Kitchen counters and sink cleaned
- Kitchen floors swept and mopped
- Turn out lights
- Building Locked

If your event is on Saturday, you are responsible for setting up the area for Sunday use.

Please stay in your designated area. Adults are responsible for the children in their group.

If these guidelines are not met you will not be allowed to use the building for future functions. Our custodial staff is not responsible for cleaning up after your event even though they may be on site at that time.

Please sign below and return to office.

Your Signature

Date

* Cleaning supplies are found in the closet in room 313.