

# MORTON APOSTOLIC CHRISTIAN FELLOWSHIP HALL

## IMPORTANT INFORMATION

**Thermostats:** Set heat or air conditioning to desired temp using up/down arrows. There are multiple thermostats in the large room.

**Parking lot light:** Switch is high on the wall - right side of front door. **Key to front door** is hanging by coat rack.

**Partition:** Please read and follow the instructions hanging on the wall by the partition.

**Large dishwasher:** The water should be drained at least hourly. If the dishes are not getting clean, it is time to drain the water.

**Paper Items:** Please do not use. These items are for Morton Church use only.

**Posting Notes:** Please use "Restickable Dots" instead of tape. A supply is available in the pencil drawer.

**Appliances:** Prior to using, check for instructions near each appliance.

## CHECK LIST FOR CLEAN UP

**If your use of the facility requires excessive cleaning by our staff or there is damage, you may be assessed an additional fee.**

**Floors:** Sweep and/or vacuum. Wipe up spots in kitchen as needed.

**Waste bins:** Twist shut the garbage bags and put in dumpster out back - replace garbage bags.

**Restrooms:** Empty waste baskets & replace garbage bags, make sure all toilets are flushed.

**Counter tops/ sinks:** Make sure all countertops and sinks are wiped out and dried - **Kitchen & bathrooms.**

**Towels and dishcloths:** Leave in designated baskets. Do not take laundry home.

**Personal Items:** Double check to ensure that no personal items are left behind.

**Furniture:** Please return all furniture - tables, chairs, etc. back to where you found them.

**Tables:** When taking down the tables, fold the legs so that they lie flat. Tables should be stored back to back & top to top.

**Appliances:** Please wipe off any spills in/on stoves, etc. Make sure food is not left in refrigerator/freezer.

**Lights:** Turn off all lights that you turned on (outdoor front lights are always on). Don't forget parking lot lights.

**Key:** Unless instructed otherwise, please leave key in the clear plastic wall-mounted magazine rack by the back door along with this completed checklist.

**PLEASE LOCK and SHUT TIGHTLY all doors prior to leaving - esp. small bathroom off kitchen - both doors should be locked! Check all doors from the outside.**

Please note anything you found to be not in working order such as appliances, etc. We welcome all comments.

Please call Lisa Schrock (309) 397-7302, Cole Zeller (309) 678-8096, or Sabrina Zeller (309) 267-5676 (c) if you have questions.