

Newlonsburg Church Renters Event Checklist

Check

Item to Review:

☐

Clean Kitchen

Including counters

☐

Clean Tables & chairs

☐

Vacuum Carpet

☐

Return Tables & Chairs

To original arrangement prior to your event

☐

Trash Removal

Remove all trash and garbage (food waste) to the dumpsters outside of Fellowship Hall

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Ensure sink faucets are shut off

☐

Report any leaking faucets, drinking fountains, toilets to church office

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Report any damage to church office

☐

Close and latch all windows

☐

Turn off air conditioning if used. Set heating thermostat to 65 degrees for heating season

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Turn off lights and sound system if used

Including: area lights, rest rooms, halls, etc.

☐

Insure all exterior doors are locked

Especially if you unlocked the doors

Please complete, sign & date form and return to church office at the end of your event

Signature:

Print name:

Date:

Check box if item was used by your group or mark N/A if Not Appical

