

**\*\* Your deposit refund will be based upon evaluation of the used facilities, the timeliness of departure, locking of the building, and the return of any keys.**

**Auditorium, Family Life Center (FLC), Fellowship Hall, Lobby, Classrooms:**

- Chairs and tables returned to original set up (unless paying additional setup/teardown fee)
- All trash picked up, personal items & decorations removed
- Trash cans & diaper receptacles emptied, and trash bags taken out to the dumpster behind Family Life Center
- Floors swept or vacuumed; spills mopped
- Turn off lights (if not automatic or labeled as safety lights)
- Lock all outside doors and return keys to “Key Drop” box outside church office

**Kitchens:**

- Trash cans emptied and trash bags taken out to the dumpster behind Family Life Center
- Counters wiped down
- Spills cleaned up. Floors swept/mopped.
- All dishes, pans, etc. washed, dried and put away
- All trash picked up and personal items removed (check refrigerators & freezers)
- Turn off lights (if not automatic or labeled as security lights)
- Lock all outside doors and doors to the FLC from the kitchen and return keys to “Key Drop” box outside church office

**Bathrooms:**

- Personal belongings removed
- Tie off bags with diapers
- Faucets off
- Lights off (if not automatic)

**Pavilion:**

Pavilion reservations include access to the entire playground area.

Due to insurance liability restrictions, **bounce houses and other temporary play structures are prohibited.**

- Picnic tables should be wiped down and returned to their original location
- Please do **NOT** attempt to clean the grills. DC will clean grills after they have cooled.
- Trash cans emptied and trash bags taken out to the dumpster behind Family Life Center
- If you turn on the lights/fans, it is your responsibility to turn them off when you leave
- Building locked, lights out, and keys returned if reservation included building access.

**Once completed please sign, date and leave box on wall outside Room 114 across from the office.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_