

# Guidelines for Using First United Presbyterian Church Facilities

## USE OF KITCHEN

1. Make sure the kitchen is left CLEAN and TIDY after using.
2. Stove tops and ovens must be CLEANED and free of any food.
3. All leftover FOOD must be removed from Refrigerators and Church Building.
4. ALL tables and counter tops must be wiped down with a damp cloth.
5. Wash and dry pots, pans, dishes and utensils used and return to cabinets.
6. Sweep or mop floor.
7. ALL trash cans must be emptied and ALL trash placed in the outside dumpster.

## *Use of Heat and Air Conditioning anywhere in the building:*

1. Shut off or return Heat or Air Conditioning to original settings after your use of the Building.
2. Do not heat or cool areas NOT IN USE!

## *General Use Guidelines*

1. Building is to be left in same or better condition than what it was found
2. Furniture needs to be replaced back to their original location, especially the Fellowship Hall so that it is ready for use on Sunday.
3. Dust mop floors, especially in areas where food or drink were served. (All cleaning supplies are stored in the room with the double doors in the Fellowship Hall between the stairs and the kitchen area.
4. Return tables taken out of the storage area, back to the storage area.
5. Wipe off any tables used with a damp cloth.
6. ALL trash cans must be emptied and ALL trash placed in the outside dumpster
7. DO NOT move any folding partitions. Partitions can only be moved by authorized church personnel!
8. Report any damage /problems to the church member sponsoring your group.
9. Check Restrooms and flush all Toilets and Urinals. Also ALL Restroom trash cans MUST be emptied and ALL diapers Must be removed and disposed of properly!!
10. Make sure ALL lights are turned off and secure (setting the Alarm if informed to do so) and lock the Building at the end of your use.

Thank you in advance for your help and cooperation.