

Fellowship Hall Events

AFTER Your Event and BEFORE You Leave

If you are also using the kitchen, there are separate kitchen cleaning instructions

We will be contacting you if the Hall is not left in "church service" ready condition after you leave

Return completed form to Admin Assistant or Contact to file in our records

Event: _____
Date and Time of Event: _____
Name of person in charge: _____ Phone: _____

Check each box of the item you have done or write NA (not applicable) next to the box.

- ☐ If used, clean all coffee and drink servers. Return to kitchen. Wipe area under servers.
- ☐ If used, turn off power to all AV and sound equipment. Stage AV screen - up
- ☐ If you decorated, remove all decorations including your tape
- ☐ If items are temporarily being stored at the church, label with group and contact name.

ALL ITEMS SHOULD BE REMOVED WITHIN 14 DAYS OF EVENT

Janitorial Services

- ☐ Have arranged and paid for Janitorial Services
- ☐ Is NOT physically capable of performing this work, inform the Church Admin Assistant for arrangements
- ☐ Has NOT arranged and paid for Janitorial Services. You may be assessed the charge, if the room is not cleaned as follows.

IF you have NOT paid for services, perform the following, or note why it was not done

- ☐ Wipe down all tables that were not covered. If you have reusable table covers, sanitize covers with sanitizer/cleaner, dry, and then store.
- ☐ Configure tables and chairs as requested by the Admin Assistant. Extra tables and chairs should be folded and stored in back hall storage area.
- ☐ Remove all trash in the cans (includes: hall, kitchen, bathroom) to dumpster on Hatfield St. Two man rule is needed for night carries to dumpster. Reline large cans with fresh bags, located on the shelf by kitchen back door.
- ☐ Dust mop (dry) the floor. Large head dust mop can be found in the room with the ice machine.
- ☐ Wet mop any spills. Mop, pail, water, and cleaner can be found in the room with the ice machine.
- ☐ Close all internal doors leading to kitchen, bathroom hall, and from stage to hall
- ☐ Close all windows
- ☐ Set hall thermostat at 80 degrees
- ☐ Turn off lights
- ☐ Lock ALL outside doors

Trustee Review: June 29, 2026

