Responsibilities

After Building/Facility Use: Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to original condition after the approved event or activity.

CHURCH

* Wipe off all tables.
* Return tables, chairs and other equipment to their proper place after the event.
* If the building is not in use when finished, please check that all doors are locked.
* Collect all garbage and deposit into dumpster at school.

Kitchen Etiquette

* When scheduling, please check with school for availability of desired date.
* Return tables, chairs and other equipment to their proper place after the event.
* Wipe counters and tables.
* Please wash and dry all dishes and return to proper places.
* Take all extra food and beverages with you unless specific plans have been made with the school/church.
* Sweep floors and mop as needed.
* If the building is not in use when finished, please check that all doors are locked, windows are closed and lights are off.
* Collect all garbage and deposit into dumpster at school.

Responsibilities for Facility Usage 2019