

First United Methodist Church

Building Use Check-Off List:

(please complete and return to the church office)

Your Name or Event:

Date of Event:

Completed

Please v

1 All Lights are Turned Off:

All Rooms

All Restrooms

All Outside Lights

2 Trash is Removed to Designated Area
located on North Side of Education Bldg:

Fellowship Hall &/or Sanctuary

Restrooms

Kitchen

3 Kitchen Cleaned:

Items Removed from Refrigerator

Countertops and Center Island Wiped Down

Any Items Used are Washed and Stored

4 Tables and Chairs Returned to Original Set-Up

5 Return key to church office if checked out

Any Comments: