

LAKE TOXAWAY UNITED METHODIST CHURCH FACILITY USE CHECKLIST

Any group using or renting facilities at Lake Toxaway United Methodist Church must use this checklist when cleaning up and closing up after the event. After checking off each item, return this checklist to the church office or in the box mounted on the wall across from the office door.

ITEM CHECK OFF – DONE

All windows are closed and locked. _____

All tables, chairs and furnishings are in same order and configuration
as they were found. _____

Do not adjust or change thermostats in Fellowship Hall or
Sanctuary. These are programmed for weekly activities of the church. _____

All ceiling or floor fans are turned off. _____

Restrooms have been checked to ensure that:

Trash is picked up from floors. _____

Water, lights and fans are off. _____

Toilets are flushed and not running. _____

All lights are turned off in rooms and hallways used. _____

All outside doors are locked and secure. _____

No outside lights (except motion sensors) are left on. _____

Key has been returned to church office (if applicable). _____

If Kitchen was used:

The kitchen is clean, and trash is disposed of by the user. _____

Coffee Machines are cleaned and turned off. _____

All lights and fans are turned off. _____

Microwave ovens and warmer are clean and turned off. _____

All dishes and equipment are washed and put away. _____

No food has been left in the refrigerator. _____

All dishes have been cleaned: _____

Dishwasher is cleaned out and dishes put away. _____

Floor is swept. _____

All of Users food, supplies and equipment are removed from the premises. _____

NOTE ANY MAINTENANCE REQUIRED: _____

Signature of responsible person: _____ Date: _____

Representing Group: _____