FAITH LUTHERAN CHURCH

CONGREGATIONAL BUILDING USE CHECK LIST

EVENT …………………………………………………………………………….

DATE ………………………………………………………………………………

ROOM(S) – circle - Fellowship Hall Kitchen Library Classroom Chapel

CONTACT PERSON ……………………………………………………………..

TELEPHONE NUMBER …………………………………………………………

* Turn off all interior lights.
* Close glass doors in hallway to restrooms.
* Check that the exterior kitchen door is locked.
* Check that all doors from Fellowship Hall to the courtyard are closed and locked.
* Make sure that all stove burners are off.
* Make sure the oven is off.
* Check to see if the refrigerator and freezer doors are closed.
* Close any windows that have been opened.
* If using Fellowship Hall, vacuum carpeting and clean up spills using cleaning supplies located in box on counter.
* Check to see if the landing door and the two doors leading to the narthex are closed and locked.
* Before exiting, lock the exterior door.

**Notes: When arrangements have been made for the custodian to set up tables and chairs, there is no need to vacuum. The nursery is only to be used during church service as per the Council's decision. The kitchen can only be used for warming food. Cooking is not allowed by the Kent County Health Department.**

 After check list has been completed, please sign below and return this form to the office area.

Thank you.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12/14