

RENTAL OF FELLOWSHIP HALL & CHURCH CLEAN-UP

1. **TIE UP ALL TRASH BAGS** and set them by the inside parking lot door in Fellowship Hall, then **PUT NEW BAG IN TRASH CAN** (found in trash can).
2. **WIPE DOWN** all table tops and counter tops.
3. **SWEEP THE FLOOR** (broom in closet in the Kitchen)
4. **MAKE SURE ALL DOORS THAT YOU UNLOCKED ARE LOCKED
WHEN YOU LEAVE, ALL LIGHTS ARE TURNED OFF, AND ELEVATOR
IS TURNED OFF AND LOCKED IF YOUR PARTY USED IT.**
5. **CLEAN-UP BATHROOMS** if your party messed them up (no toilet paper or paper towels on floor or sinks).