

Please Check the Following Before You Leave:

Wipe off tables, chairs, kitchen counters, etc.

Tables and chairs returned to their original positions.

Vacuum carpet as needed & mop the kitchen if used. The vacuum cleaner is in closet next to water fountain.

Place all trash in plastic bags outside in the gray trash box (kitchen door exit).

Remove your items from the refrigerator or freezer.

Turn off the sound system and heating/cooling controls.

Turn off all restroom and kitchen lights.

Lock all doors.

Report any spills on the carpet, accidents, equipment failures or other concerns to the church office.

In order for your deposit to be returned the rooms must be left clean and tables and chairs returned to their original position. Your deposit will be returned within 10 days following the event if no fees are deducted.