

FBCFO FACILITY CHECKOUT FORM

As part of the Campus Facilities Use Agreement the following items must be completed by Renter when exiting the facilities after the scheduled event. This signed form and key must be returned to the church office in order to receive the deposit.

Items to Complete

<input type="checkbox"/>	Take all trash to the outside dumpster by the Children's Wing
<input type="checkbox"/>	Return A/C to presetting, as before your event
<input type="checkbox"/>	Return all furniture and decor to its original position, as before your event
<input type="checkbox"/>	Sweep & mop all floors in the rental and used area, as needed
<input type="checkbox"/>	Ensure all event items are removed from the premises
<input type="checkbox"/>	*Wash and return all kitchen equipment, cooking utensils, silverware, dishes and supplies
<input type="checkbox"/>	*Clean Coffee/Tea maker
<input type="checkbox"/>	*Remove all leftover food items from your event
<input type="checkbox"/>	*Empty dishwasher drains, clean filters and turn off controls to the dishwasher and booster
<input type="checkbox"/>	*Clean all tables & counters
<input type="checkbox"/>	*Ensure there are 12 round tables (7 chairs at each table) & 2 long tables set up in the Fellowship Circle, as before your event
<input type="checkbox"/>	Turn off all lights, as before your event
<input type="checkbox"/>	Check that all doors are locked when leaving
<input type="checkbox"/>	Ensure parking lot is clean of trash & debris

****See Kitchen & Fellowship Circle Use Form***

Signature: _____

Date: _____