

**Facility Use**  
**Northwest Community Church**

*After completing the check off list, please leave this form on the front desk in the church office.*

**Guidelines:**

1. Children are to be supervised by an adult or responsible teen at all times, not to be left unattended in rooms or running throughout the facility.
2. The following check off list should be initialed and signed after the event is completed

**Check off List**

- |  |   |
|--|---|
| <input type="checkbox"/> All rooms returned to regular layout  | <input type="checkbox"/> All rooms used vacuumed and swept          |
| <input type="checkbox"/> All tables wiped clean  | <input type="checkbox"/> No food left in any room including kitchen |
| <input type="checkbox"/> All drink containers washed & put away  | <input type="checkbox"/> Rest Rooms checked                         |
| <input type="checkbox"/> All trash disposed of in kitchen  | <input type="checkbox"/> Walkway/grounds checked for food or trash  |
| <input type="checkbox"/> Kitchen trash emptied in dumpster if more than half full or any item with odor. |   |
| <input type="checkbox"/> Air conditioning and heat settings reset  |   |
| <input type="checkbox"/> All lights off, and doors locked  |   |

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time