

NLAG Facility Rental Cleanup Checklist

Fellowship Hall

- 1. Wipe down tables with cleaning rags using warm water and dish soap. Additionally, wipe down any chairs that have become dirty. Place all used rags in the hamper.
- 2. Fold chairs and lean them against the wall in stacks of no more than 5-6 chairs each for vacuuming.
- 3. Sweep the floor of debris under and around tables. Wipe up any areas where liquid spills have occurred.
- 4. Take trash in tied off trash bags to the dumpster behind the church building. Extra bags are located in the far-right island cabinet.
- 5. Check the room for any items you may have forgotten. NLAG will not be responsible for any item(s) lost or forgotten.
- 6. If bathrooms were used, be sure the toilets and sinks are not running before leaving.
- 7. Check that all lights are off before leaving.

Kitchen

- 1. DO NOT pour anything into the sink on the island except for clear water, tea, and coffee. Absolutely NO SOLIDS OR GREASE in this sink as it will clog the floor drain. ***Failure to observe this restriction could result in loss of privileges or non-member security deposit.***
- 2. If any kitchen utensil or container is used, please wash, dry, and return to proper location. Any item you may not know where to return, please place on the prep island and the church will return those items to the proper location.
- 3. Check refrigerator for any items you may have forgotten.
- 4. Sweep and/or mop kitchen floor as necessary.
- 5. Leave any kitchen rags used for cleanup in the hamper. The church will launder and return those items to the kitchen.
- 6. Take trash in tied off trash bags to the dumpster behind the church building.
- 7. Check that all lights are off before leaving.

Pavilion

- 1. Sweep any mid-sized crumbs off floor surface. Large items of food should be picked up.
- 2. Take all trash in tied off trash bags to the dumpster behind the church building.
- 3. Rinse off any spills on the tables and floor with water.
- 4. Check for any items you may have forgotten. NLAG will not be responsible for any item(s) lost or forgotten.
- 5. If bathrooms were used, be sure all the lights are off and that the toilets and sinks are not running before leaving.

The following was completed for the space rented. _____

Signature of rental representative

****Please return to church representative at your event when complete. Or leave on the Kitchen counter and the Facilities Director will contact you concerning your deposit (if applicable).***