

## (Exhibit 1) Building Use Procedures and Checklist

- \_\_\_ All paperwork and payments turned in prior to event day. Keys/Code picked up prior to event day.
- \_\_\_ Wash and put away all coffee pots and dishes used.
- \_\_\_ Remove perishable foods that are brought in.
- \_\_\_ Bag all trash and place it next to the entrance.
- \_\_\_ Wipe off all tables and chairs and return them to their original positions.
- \_\_\_ Sweep all spaces used.
- \_\_\_ Turn off lights and lock the doors.
- \_\_\_ Return this sheet and key (if given) to The Bridge office within two business days and to receive deposit back.
- \_\_\_ If used, return TV remotes and fireplace remote to the storage container on top of the book shelf next to the kitchen. Any Bibles, fidgets, chess/checkers pieces used should be returned to their original place.

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### Additional Notes:

WIFI \_\_\_\_\_  
Building Issues Call \_\_\_\_\_

- Usable space includes: Kitchen, Main Floor Cafe and Loft.
- Parking is available in front or behind the building and on the street.
- There is a handicap accessible lift on the front northwest door.
- Snow shovels (if needed) are located in the warehouse just inside the door.
- Brooms and cleaning supplies are in the storage room behind the stage.