

Memorial Building Post Event Requirements

This is a list of the requirements must be fulfilled at the end of your event.

1. All dishes, silverware, serving items, coffee pots, etc., that belong to the church must be washed, dried, and put away.
2. Tables and kitchen counters must be wiped down with disinfectant provided.
3. Floor must be swept, dirt picked up and discarded in the garbage can.
4. Tables and chairs must be returned to place/position where found.
5. Garbage must be bagged and taken out to the church dumpster located in the alley on the west side of the building near the parsonage garage.
6. Turn off all lights in Memorial Building and restrooms. Turn heat down to 65 degrees and if used, shut off air conditioning.
7. Any spills on the floor should be wiped up with clear water.
8. After the event is over, please remove all personal items from the refrigerator and freezer.
9. Lock all entry doors to the building when the event is completed. Please make sure all doors are closed and locked properly.