

FRIPP ISLAND COMMUNITY CENTRE AND ALL SAINTS CHAPEL

Building Use Checklist

- ✓ Provide times of set up to the Community Centre Board. Please check the Community Centre Calendar to ensure no other activities scheduled at the time of your set-up.
- ✓ All materials brought in must be removed on the same day as the activity.
- ✓ All food must be removed from the refrigerator/freezer on the same day as the event and refrigerator wiped out.
- ✓ No litter or residue left on counters, floors, tables, sinks, etc. The floors should be swept or mopped as needed. No litter or residue left on deck or any other outside area.
- ✓ Check all trash receptacles in kitchen, restrooms, chapel (if used), and other meeting areas. Place ALL trash in trash receptacles behind the building. Be sure to close trash receptacles so that critters cannot access them. Please make sure all trash is bagged and new bags are placed in the trash receptacles
- ✓ Leave recycling in proper receptacles. **Remember: No Styrofoam, No plastic bags, and No paper.** The person who collects it usually checks at the end of the week.
- ✓ Stack all chairs only four high against the walls.
- ✓ Put all tables away but four in the back area. Leave out four white tables in the back area of Hammet Hall. Do not leave the brown ones because they scratch the floors if someone inadvertently moves the tables.
- ✓ If you use any tablecloths or towels, please clean them and hang them on hangers (back closet) in the designated spaces (spaces are sorted by size).
- ✓ Check to make sure ALL lights, ceiling fans, appliances are off. Be sure to check restrooms and closets as well as main areas.
- ✓ All doors are locked and any loaned keys returned

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In order to keep the Community Centre functional for all members, please report any issues or problems experienced in use **to the** Centre.

Community Centre Representative

Signature: _____

Phone Contact: _____

Email: _____

Renter Representative

Signature: _____

Phone Contact: _____

Email: _____