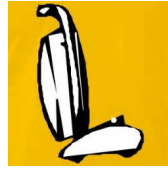


# Cleaning List



1. User are responsible for removing all props, decorations, etc., after the function, and returning furnishings, décor, etc., to proper places immediately following the event.
2. Trash from your function must be bagged and taken to our dumpster in the gated area at the southeast corner of the building lot, immediately following your event.
3. Put fresh trash bags in all the cans you empty.
4. VACUUM the area you used before leaving.
5. MOP any tiled area you used. (Use only non-stripping, germicidal floor cleaner found in Custodial Room behind kitchen)
6. WIPE DOWN all tables, chairs, counters you used.
7. DO NOT LEAVE FOOD/DRINK FROM YOUR FUNCTION IN THE REFRIGERATORS. Take it with you or dispose of it.
8. All coffee pots, dishes, utensils, pans, etc., must be washed, dried and put away before you leave.
9. Before leaving the building, check all thermostats – heat is to be set at 65 degrees, air is to be set at 75-80 degrees.
10. Before leaving, check all restrooms – be sure commodes are flushed, no commodes/faucets are running, trash is bagged and removed, and lights are off. Be sure ALL lights in building are OFF.
11. Before leaving, CHECK ALL EXTERIOR DOORS ~ last person out is responsible for all doors being locked.

I have cleaned all that applies to me

Name \_\_\_\_\_ Date \_\_\_\_\_

# Building Rules

NO ALCOHOLIC BEVERAGES ON CHURCH PREMISES AT ANY TIME. Any person entering the premises showing signs of the effects of alcohol or drugs will be asked to leave immediately.

NO SMOKING – Lincoln Hills is a smoke-free facility. Smokers may smoke outside, away from entrance doors.

NO PETS allowed in the building at any time. Service animals ONLY accepted.

DANCING in good taste is permitted in the building. Anyone not using good taste will be asked to refrain from dancing.

All exits must be kept clear and accessible at all times, in accordance with fire code.

Food and drink are to be kept in designated food area(s).

There must be no use of nails, screws, wires or tape of any kind on the furnishings, fixtures or walls. Feel free to use “plastic tack.”

Children must be supervised at all times by a responsible adult. Children are not allowed to roam the building, and must remain in the room contracted for, for the duration of the function.

Stage, all musical instruments, microphones & sound equipment are for AUTHORIZED PERSONNEL ONLY. This area is off-limits at all times to children and unauthorized adults.

Sound Room is off-limits. Only LHCC Sound Technicians may operate audio/visual equipment. If you need a Sound Technician for your event, schedule one through Kris or Ryan in advance.

If you are using a caterer for your event, he/she is expected to provide all equipment and supplies, such as serving and eating utensils, towels, trash bags, foil/plastic wrap, cups, plates, coffee, creamer, sugar, etc. If you are providing food/refreshments, you are expected to do the same.

Tables/tablecloths/chairs (or any furnishings/décor) are not to be removed from the building.

Use of LHCC tablecloths is limited to LHCC members only; cloths must be arranged for through Kris , Washing, drying, putting away is responsibility of user. This, also, must be arranged through Kris, and is to be done at the church

I agree to follow the rules about \_\_\_\_\_ Date \_\_\_\_\_