

CELEBRATION FACILITY USE CHECKLIST

Please leave our facility as good as you found it...or maybe even better! Failure to do so may result in cleaning fees being assessed to your group/organization. We often find lights and swamp coolers left on and doors unlocked. This costs money and the costs may be passed on to your group. Thanks for helping to keep Celebration a clean and safe place to get serious about ministry!

Please take time to double-check the following:

_____ TRASH

Remove all trash and place it in the dumpster on the north side of the parking lot (please consolidate to use as few trash bags as possible and don't leave it in the trash cans outside of the kitchen). If your event took place outside, walk the grounds and pick up all trash, including on sidewalks and near the playgrounds.

_____ KITCHEN

Wash and put away any dishes you use. Take any leftovers with you and wipe down kitchen counters.

_____ LIGHTS & SWAMP COOLERS

Turn off all lights and swamps coolers (if on or used, even if you didn't turn them on).

_____ A/V EQUIPMENT

Do not use any of the A/V equipment unless you've received training and permission from a Celebration staff member and in such case please leave all settings as you found them.

_____ FLOORS

Vacuum floors (as needed). Please make sure crumbs from food are vacuumed, as they attract bugs and pests.

_____ DOORS & WINDOWS

Close any windows that you opened, especially those without screens. Double check that all doors are locked.

(Lock and shut all doors and then check from outside to be sure they are latched, and locked—especially the doors to Allen Hall which are often found unlocked. Check the kitchen door and all 4 doors to Allen Hall, whether or not you opened them! These doors are often found unlocked, especially the northwest and southwest doors which may appear to be shut but might not be. Please give them a shove and double-check that they are securely closed. Note that the alarm will set even if the doors are not locked!)

PLEASE HELP US AVOID UNNECESSARY CALLS FROM OUR ALARM COMPANY TO STAFF MEMBERS AND POLICE BY ENSURING THAT ALL DOORS ARE LOCKED!

_____ ALARMS

Set alarms in Allen Hall, Chapel and church office (aka, the house).

_____ NURSERY

Parents are expected to provide their own diapers, wipes, etc. If your group does need to use any of Celebration's Nursery supplies, please refill/replace them at another time.

_____ REPAIRS

Please notify the office of facility matters needing repair or attention: 303-756-4994, office@thepartychurch.com