

## **Tulip Street Christian Church**

### **Facilities Use Checklist**

We are glad that you have chosen to use the facilities at TSCC to host your event. Hopefully everything goes well and your event is a huge success. As you prepare for your event, and when you are ready to leave today, we ask that you go through the checklist below to ensure that you leave the facilities in the same condition that you found them in. Essentially, leave no trace. If you have any questions, please feel free to contact our facilities manager Misty Swayer @ 812-653-1154. Thank you.

- Absolutely NO standard tape or duct tape is to be used on the walls, floors or doors. Use only painters tape to attach items to the walls, floors or doors.
- Please return all tables and chairs to their original locations. Any tables or chairs taken from classrooms need to be returned and anything moved in the gym or D1 needs to be put back in its original location.
- Please do not leave any trash bags anywhere in the building. Make sure to check the areas of the building that you used and the men's & women's restrooms. We ask that all trash be securely tied and taken out and placed in the plastic dumpster at the north end of the alley. Fresh trash bags can be found in the kitchen drawer to the left of the stoves marked "trash bags".
- Please make sure that there is no trash on the floors in the gym, kitchen, D1, the men's & women's restrooms and the entryways. If necessary, please vacuum and/or mop the floors. Needed cleaning supplies can be found in the janitor's closet. If mopping the gym, kitchen, restroom or entryway floors, please use only water. Our facilities manager will mop with the appropriate cleaner at a later time.
- Please make sure to clean the stove top if it has been used.
- Please make sure that the counter tops have been cleared of trash and wiped down.
- If children have been allowed to roam around the facility, please retrace their steps and clean up any messes. Be especially sure to check the nursery and preschool areas. Please straighten up any furniture that they have disturbed and return any toys, etc. to their appropriate places.
- On your way out, please ensure that all of the doors are locked and secured.