

**BUILDING USE POLICY**  
**AMES FIRST UNITED METHODIST CHURCH**  
**516 KELLOGG AVENUE**  
**AMES, IOWA 50010**  
**515-232-2750**  
[WWW.FUMCAMES.ORG](http://WWW.FUMCAMES.ORG)

**INTRODUCTION**

**MISSION STATEMENT**

The Ames First United Methodist Church (FUMC) seeks to be a vital church connecting people with God and with each other...driven to serve!

Being a vital church---by offering persons a foundation of faith, welcoming people, demonstrating radical hospitality, celebrating diversity, nurturing persons in Christian discipleship, and encouraging persons in growing a deeper spirituality.

Connecting people with God---by offering persons passionate worship, engaging persons in creative and multiple worship experiences throughout the year, fostering intentional faith development opportunities, providing a variety of ways for spiritual growth and Christian nurture, being a church and a people steeped in and surrounded by prayer, inspiring persons to be transformed by faith as they love and serve God and their neighbor.

Connecting people with each other---increasing the ways we care for people both "inside" and "outside" of the church, celebrating persons of all ages, helping all to understand the meaning of Christian vocation to be in ministry, and developing leadership as servant-leaders for transformational ministries and missions.

Driven to serve---helping everyone to find a way for involvement and service in missions, encouraging members to be servants in the greater community, deepen understandings of stewardship so that this congregation is known as a very generous community of faith that is at work both locally and globally in reaching out and caring for the poor.

**OUR AFFIRMATION OF WELCOME**

As a community of the people of God, we are called to minister to all people of the world, knowing that the world is often an unloving place, a place of alienation and brokenness. Christ calls us to reconciliation and wholeness, and we are challenged by the Gospel to be agents of healing within our society.

We stand in affirmation with the apostle Paul that in Christ "there is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female." Christ has made us one. We acknowledge that this reconciliation encompasses all within the community of faith who exhibit differences in race, gender, and ethnicity as well as age, culture, physical ability, educational level, economic status, personality, marital status, and sexual orientation.

In response to the often hostile social climate with respect to diversity within our society and the resulting feelings of alienation from the Church, we wish to make known our caring and concern. It is for this purpose that we affirm the following:

- All persons share the worth that comes from being unique individuals created by God.
- All persons are welcome within the membership of this congregation upon making an affirmation of faith and that as members of this congregation all persons are expected and encouraged to share in the sacramental and general life of this congregation.

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## **THE MINISTRY OF OUR CHURCH BUILDING AND FACILITIES**

The building and facilities of the Ames FUMC have been constructed to the Glory of God and are held in trust for the General United Methodist Church by the local Board of Trustees under the supervision of our appointed senior pastor. The Trustees and all appointed staff by the area bishop are responsible for the maintenance and care of the facilities and for determining their use. Ames FUMC, through its Senior Minister and Trustees, reserve the right to make final determinations as to whether a group/individual may use the church's building, facilities or equipment. No commitment for building use is finalized until a Space Sharing Covenant has been completed and approved by the Board of Trustees or its designee.

Our goal is to welcome others as we would Christ through the ministry of our church building and property. We aim to treat all who walk through our doors as honored guests in God's house. The use of our building becomes an extension of our mission to share the gospel in a variety of ways. We actively desire to seek ways to utilize our building in fulfillment of our mission.

We welcome the use of our facilities for special birthday celebrations, anniversaries, bridal and/or baby showers, graduation receptions, Eagle Scout ceremonies, recitals and concerts, and gatherings that bring good people together for social, educational, missional, or cultural occasions.

Ames FUMC has had a long-standing relationship with several community organizations for ongoing use of the facility. Other local organizations and individuals have also used our facilities for one-time or short-term usage. Availability for ongoing usage is limited, but can be considered. Our first priority is for the program ministries and membership needs of this local congregation. Lesser use priorities are for nonprofit groups supported or encouraged by the church, then other nonprofit organizations, and finally other for-profit organizations.

Approval of the use of the facilities and grounds does not constitute or imply endorsement of any group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by the Ames FUMC. The church reserves the right to have a church representative at any meeting or event on the premises.

The use of the building, facilities, and equipment results in expenses to the church. This policy details suggested financial contribution amounts that will be used to help defray this expense.

## **STARTING AND ENDING TIMES OF SPACE SHARING /BUILDING USE**

Monday through Thursday: 8:30 a.m. through 9 p.m.

Friday: 8:30 a.m. through 10 p.m.

Saturday: 9 a.m. through 10 p.m. (Except for Fellowship/Social Hall and that is not available until 2 p.m.)

Sunday: 1 p.m. through 10 p.m.

Exceptions may be approved by the senior pastor/Building Use team in advance depending upon situations, i.e., overnight stays by groups such as scouts or other church groups on their way to camps/mission trips.

## **AUTHORIZATION FOR BUILDING AND FACILITY USE**

All organizations and individuals (members or nonmembers) will need to submit a Space Share Covenant application form for use of any part of the facility with the senior pastor. This application will be reviewed and approved by a committee from the Board of Trustees or their designees. A "Building Use" sub-committee of the Trustees will meet the THIRD Tuesday of each month, prior to the meeting of the Board of Trustees, to review any requests. Organizations or activities that are not compatible with the basic mission and ministry and ideals of the church will not be accepted. Worship and activities of Ames FUMC will have top priority in scheduling the use of the building and facilities.

The senior pastor will make the day-to-day decisions concerning the overall use of the facilities in accordance with this policy. The Board of Trustees, by majority decision, will arbitrate requests and conflicts beyond the pastor's scope. All who use our building and equipment are to follow all the guidelines that are within this Church Building Use document.

### **GENERAL CONDITIONS AND RESTRICTIONS**

1. Smoking is prohibited inside the church building and on church grounds.
2. Use and/or distribution of alcoholic beverages and/or illegal drugs is prohibited on church property.
3. All weapons are prohibited on church property.
4. Gambling activities are not permitted.
5. Entrance doors to the building must not be "propped" open unless for loading or unloading.
6. Candles, or incense, or other open-flame devices are not permitted except in the observance of a religious service or given an exemption by the Board of Trustees or its designee.
7. Because of potential damage, taping of any type, adhesives, staples, or tacks are not to be used on any wall surface without prior approval by the Trustees or its designee –as well as nothing is to be mounted on doors, windows, glass, posts, or mirrors that could cause damage.
8. Any kind of art painting and using of craft supplies should only be done on hard surfaces and not on carpet.
9. Animals are not permitted unless they are service animals used in aiding an individual or when otherwise approved by the Trustees; for example, a service of blessing of the animals may take place on church property.
10. Liquids and/or foods are not permitted in the sanctuary. Water bottles or glasses of water may be okay by musicians/speakers who are presenting upon request to the senior pastor.
11. Certain rooms, facilities, and equipment may be designated as not available such as the staff offices, copiers, computers and so forth.
12. Heating and cooling controls are preset and should not be disturbed or adjusted by the organization or individual using the facility.
13. Groups may use only the rooms, facilities and equipment for which they have applied and been approved, plus restrooms.
14. Ames FUMC shall indemnify itself from all and any liability for harm to any person(s) or property caused or claimed for any reason while this building, facilities and equipment are used by the organization or individual making this Space Sharing Covenant. The responsibility and liability for injury to persons or damage of property must be assumed by the organization or individual involved.
15. The individual or organization's representative seeking the Space Sharing Covenant must be present from the time of entry into the facility until the time of departure and is responsible for making sure all

lights are shut off and all doors are closed and locked (exit doors lock on the push bar using a hex wrench). No key will be issued. An individual designated by the church will unlock the building and show the applicant how to lock exit doors and share any further needed information.

16. The applicant will provide adequate and competent adult supervision to all minors during the time of use. Children are not to be allowed to freely roam about the facilities unsupervised.
17. The persons or groups using the facility or grounds will agree to restore to the original condition any property destroyed or suffering from excessive wear and tear because of their use of the facility. Any equipment or supplies destroyed or missing will be replaced by Ames FUMC with equipment or supplies of equal quality and cost will then be charged to the applicant.
18. All groups and individuals are required to clean up after using the facilities. The room and facilities are required to be returned to the order of arrangements they were in before the scheduled use. All trash will be removed to the dumpster on the northeast outside corner of the building. Should there be a spill, please clean the floor immediately. Tile floors should be wiped up of any liquids or foods. Carpeted floors should be blotted with water soaked paper towels and dried with paper towels. As needed, please call the custodian and report the spill so it can be given immediate attention. If extra custodial service is required then the cost will be charged to the applicant.
19. At the conclusion of any activity, all food and personal items must be removed.
20. No organization or individual may sublet their use of the facilities to any other group.
21. Please be aware that events, even recurring ones, may be rescheduled at the discretion of the senior pastor, after consultation with the Building Use Team, in order to accommodate Christian worship as well as large church events like the Holiday Fair and the UMM Fun-d Auction.
22. Groups and individuals using the facilities must observe our stated hours of beginning and ending.

#### **LIABILITIES AND PROOF OF INSURANCE**

1. Damage to the building, facilities, and broken or missing equipment will be the responsibility of the organization or individual using the facilities.
2. Insurance:
  - a. Ames FUMC is not responsible for accidents, injuries, or loss of personal property in connection with any of its facilities. Depending on the risk factor of the facility use activity, Ames FUMC will require liability insurance in an amount of one million dollars (\$1,000,000). Certificate of insurance must be submitted with the Space Sharing Covenant for all events requiring liability insurance. Insurance must list Ames FUMC as “additional insured endorsement” for up to one million dollars (\$1,000,000) for specific locations and dates of the event.
  - b. Exceptions can be made on approval of the Board of Trustees or its designee to accept a signed waiver of liability by organizations and individual desiring to utilize the building, facilities and equipment.
3. If at all possible, all groups requesting use of the facilities must provide proof of non-profit status.

## **KITCHEN USE AND GUIDELINES**

1. Food/beverage service is restricted to designated areas which include our Social/Fellowship Hall, our Multi-Purpose Room, and Church Fireside Parlor. Exceptions may be made for other rooms but need to be requested and approved by Trustees or its designees.
2. Groups may use the kitchen facilities for cooking, beverage service, food storage, refrigerators and microwaves as long as they have requested and received approval to do so by the Trustees or its designee. Groups/individuals using the kitchen must follow the guidelines that are currently posted in the Food at First handbook, as well as all other posted instructions for kitchen use.
3. It is recommended for all outside groups desiring to use the kitchen to bring in all of their own dishware, tableware, and so forth. Groups/individuals must attain approval from the Trustees or its designees for use of any church-owned kitchen dishes, glasses, utensils, linens, table decorations. If used, then all items must be well-cleaned and placed back in their proper places.
4. It is highly preferred that groups/individuals bring in their own table linens and so forth. The use of church-owned linens needs prior approval by Trustees or its designee. Table linens are to be properly cleaned, pressed, and returned within two (2) days following the event.
5. Food placed in refrigerators/freezers must be disposed of at the time of departure.
6. At the time of departure, counters and all equipment in the kitchen area should be free of all clutter and food service materials. Counters must be well-wiped down and clean. All tabletops must be also well-wiped down and clean.
7. Do not drag tables and chairs across floors. Furniture cannot be moved from one room to another without the prior approval of Trustees or its designee.
8. Do not sit one's body on top of tables or counters.
9. See all other items listed under the General Conditions and Restrictions of this document.

## **USE OF AUDIO-VISUAL EQUIPMENT AND ACCESS TO INTERNET**

Wireless internet access is available for use upon request. The wireless internet password can be obtained from the church office. The viewing or access of any material that is not consistent with the overall ministry of the church is prohibited.

Use of any audio-visual equipment must receive prior approval from the Trustees or its designee. Using the equipment in our sanctuary requires one of our audio-visual team to be present and there will be an additional suggested contribution for that service. To use the church-owned audio-visual equipment in our Fellowship/Social Hall or in our multi-purpose room needs to be arranged with our Director of Christian Education or Trustees or its designee.

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### **USE OF PIANO(S) AND ORGAN**

Upon approval by the church Organist, Choir Director, Senior Minister, Trustees or one of its designee, members may use the piano(s) and organ for practicing if they can provide proof that they are students with a recognized piano/organ teacher and taking formal lessons. The date and time for practicing on the instrument needs to be cleared with the church office. A refundable deposit of \$50 is required.

Piano/organ recitals can be held here upon approval of the Trustees or its designee at a minimum suggested contribution amount of \$80.00 for up to three hours, and then \$20 for every hour after that. If other spaces are used for a reception with food and beverage then there will be an additional suggested amount (see page with suggested contribution amounts).

When a recital is going to be held and the piano or organ is requested to be tuned, the individual or group requesting the tuning will be responsible for the expenses associated with the tuning. Ames First UMC will select and contact the tuner.

No objects, especially flowers, will be placed on the piano/organ.

No food or beverage is to be allowed in the sanctuary. Water bottles or glasses of water may be okay by musicians/speakers who are presenting upon request to the senior pastor.

### **USE OF NURSERY AND TWO TO THREE YEAR-OLD ROOM**

Upon approval of the church's Director of Christian Education, Senior Minister, or Trustees or one of its designees, these rooms may be used if absolutely needed. Persons using these rooms will meet in advance with the Director of Christian Education, or someone designated from our Christian Education Ministry Team, to be informed on the guidelines of the church and our Safe Sanctuary Policy. Two adults (over eighteen years of age) must be present to use these rooms.

### **PARKING**

There is very little actual church-owned parking, to be found on the south side of the facility. Designated handicapped parking spaces are to be observed. Parking that is found off the alley on the east side of the building is reserved for church staff. Any damage to vehicles is at the owner's expense. The church is not responsible for theft or damage to personal property. There is plenty of city parking surrounding the general church vicinity.

### **BICYCLES AND SKATEBOARDS**

No bicycles or skateboards are allowed inside the church facility. There is a bike rack to park bicycles on the north side of the building. No sport bicycling or sport skateboarding is allowed on church property. Any damage is at the owner's expense. The church is not responsible for theft or damage to personal property.

### **SECURITY**

Our church works to maintain a safe and secure environment within the facility. However, no systems are foolproof. We ask all users to pay close and careful attention to personal property and valuables, not leaving them unattended. The church is not responsible for any theft or damage to personal property. As part of our building use policy, we do ask all users to adhere to all security guidelines, especially be sure that if you are the last group out of the building the doors are locked and lights are turned off, except for those that are on for security purposes. All groups will ensure that all of its members are contained within the agreed upon area for the event and that its members do not visit other parts of the church. See all other items listed under the General Conditions and Restrictions of this document.

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## **KEYS**

If and when keys are absolutely needed by an outside group or individual they will be issued by the church secretary upon approval by the Trustees and its designees. Keys are to be returned immediately upon the completion of the event. A deposit of \$100 per key (up to \$500) will be made for keys and it will be returned in full once the key(s) is returned. Outside groups or individuals who do not return the issued key(s) within twenty (20) days of the event will have the deposit check cashed. Keys returned on time will receive their deposit check back. No copies of keys are to be made. The church secretary will keep a list of key holders and will routinely confirm that the designated key holder still has it and has need for it.

## **EMERGENCY SCHEDULING CONFLICTS**

The church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early possible.

## **USE OF OLD CHURCH TABLES AND CHAIRS OFF CHURCH PREMISES**

When available, the Senior Minister, Trustees or its designees may approve the use of our church's older eight foot rectangular tables and older chairs by active church members. Quantity is not to exceed four (4) tables and twenty-four (24) chairs unless approval is given by Trustees or its designees.

Upon request, outside groups/individuals may receive approval by the Trustees or its designee to also use our older tables and chairs as long as they pay a suggested \$50 deposit for up to four (4) tables and \$50 deposit for up to twenty-four (24) chairs. The deposit will be refunded in full when the tables and chairs are returned on time and in satisfactory condition. A late fee of \$5 per day will be deducted from the deposit when the tables and chairs are returned after the agreed upon date.

## **CONTRIBUTION AMOUNTS AS SUGGESTED**

Members are defined as persons who are on our membership rolls. Even though there may be listed “no charge” for church members please know that donations are always welcomed to help defray expenses. Non-Profit (501.C.) groups will be asked to use the amounts suggested for non-members as a guide for making their contribution(s) to the church for building use.

### **Social-Fellowship Hall/Multi-Purpose Room---**

Member: **\$50 for 1-3 hours; \$10 every hour after 3 hours**

Non-Member: **\$80 for 1-3 hours; \$20 every hour after 3 hours.**

### **Church Kitchen ---**

Member: No charge

Non-Member: **\$80 for 1-3 hours; \$20 every hour after 3 hours.**

### **Sanctuary ---**

Member: No Charge

Non-Member: **\$80 for 1-3 hours; \$20 every hour after 3 hours.**

### **Fireplace Parlor/Kitchenette ---**

Member: **\$30 for 1-3 hours; \$10 every hour after 3 hours**

Non-member: **\$50 for 1-3 hours; \$20 every hour after 3 hours**

### **Library/Classroom/ Nursery/Conference Room/Chapel:**

Member: No Charge

Non-Member: **\$30 for 1-3 hours; \$20 every hour after 3 hours**

### **Use of Media Equipment---**

Member: No charge;

Non-Member: **\$20**

Custodial service donation: **\$25 an hour** (as needed) if extra custodial assistance is required.

**PLEASE ASSIST OUR CUSTODIAN WITH SET-UPS AND TEAR-DOWNS OF SPACES WHENEVER IT IS POSSIBLE!**

\*\*\*Weddings have their own suggested contribution amounts ---see Wedding Guidelines/Policy

## **AMOUNT FOR USE OF SPACE ON AN ONGOING BASIS BY NON-PROFIT GROUP(S)**

Typically, no more than two (2) rooms may be used by the same non-profit group, except for the Free Medical Clinic. Other exemptions may be granted by the Trustees or its designees. **The amount will be \$10 a room for up to eight (8) hours per day, or \$50 per work week for one (1) room. The multipurpose room amount will be \$20 per day or \$200 for the week. Additionally, there will be added \$5 for every hour after the initial 8 hours.** Groups desiring to share space on an ongoing basis with the church will need approval by the Trustees and will need to explain how their group’s purpose helps to further the mission statement of the Ames First United Methodist Church.

## **DAMAGE DESPOSIT**

The reserving group (non-members) will leave a suggested damage deposit that shall be returned to them in whole in full or partial after an inspection has been completed following the event. The deposit will be in the amount of \$50. If the group reserving the space is going to be using the space in an ongoing way, then a deposit of \$200 is suggested. Checks need to be made out Ames FUMC. Deposits will be returned within five (5) to ten (10) working days after the event depending upon any damages.



**KITCHEN CONTRACT FORM**

Ames First United Methodist Church  
516 Kellogg Avenue Ames, Iowa 50010  
515-232-2750 [www.fumcomes.org](http://www.fumcomes.org)

I/We, \_\_\_\_\_ of \_\_\_\_\_ agree to

use the kitchen facilities ( circle: downstairs social hall.....upstairs parlor....upstairs multi-purpose room) at the suggested contribution deposit and use amount. It is understood that the deposit will be returned after use and inspection of the kitchen.

By signing this agreement, I/we agree that we have read and will adhere to all the church policies for building use and especially for using the kitchen facilities and equipment.

By signing this form, I/we release Ames First United Methodist Church from any and all liability, past, present and future, arising from use of the church facilities.

Signature of the user(must be at least 21 years old) \_\_\_\_\_

Complete address \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Signature of approval by \_\_\_\_\_ Date \_\_\_\_\_

Deposit made: \_\_\_\_\_ Deposit Returned: \_\_\_\_\_

**DAMAGE RIDER FOR PIANO(S) AND ORGAN USEAGE**

Ames First United Methodist Church  
516 Kellogg Avenue Ames, Iowa 50010  
515-232-2750 [www.fumcames.org](http://www.fumcames.org)

This rider **must be** signed by the same person completing the building use form.

I, the undersigned individual and responsible party for securing the use of the sanctuary ( or chapel or parlor or social hall) of the Ames First United Methodist Church for the purpose of a music recital/performance, do hereby assume full and sole responsibility for any and all damages to the piano or organ caused during the period of my rental by anyone; and if damaged I hereby agree to pay upon demand for repair or replacement of either instrument at the discretion of the Trustees of the Ames First United Methodist Church.

Event date and time: \_\_\_\_\_

Signature of the user (must be at least 21 years old): \_\_\_\_\_

Complete address \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Signature of approval by \_\_\_\_\_ Date \_\_\_\_\_

Deposit made: \_\_\_\_\_ Deposit Returned: \_\_\_\_\_

**KEY REQUEST FORM**

Ames First United Methodist Church  
516 Kellogg Avenue Ames, Iowa 50010  
515-232-2750 [www.fumcomes.org](http://www.fumcomes.org)

**Please turn in to the church secretary when completed to receive a key.**

**Person Requesting Key**

Name (must be at least 21 years old) \_\_\_\_\_

Address \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email \_\_\_\_\_

I understand that a key is issued to me for my sole use only. I will not have copies or duplicates of the key made, nor will I allow others to do so. When my term/position expires, I will return these keys to the church secretary. If this key is lost or stolen, I will report it immediately to building's custodian and church secretary. I am aware that I will be liable for the cost of new key (s)/lock(s). I have read the building use policy and agree to follow it.

Signature of the person requesting the key \_\_\_\_\_

**Reason for the key request:**

Program/Activity \_\_\_\_\_

One time  Weekly  Monthly  Other

Activity Days/Date \_\_\_\_\_

Position of person making request \_\_\_\_\_

Expected return/term expiration \_\_\_\_\_

**Key Information:                    \$100 deposit per key if non-member**

Date of issue \_\_\_\_\_

Type of Key (s) \_\_\_\_\_

Request approved by \_\_\_\_\_

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Date the Key returned on \_\_\_\_\_

Person returning key(s) \_\_\_\_\_

Key(s) received by \_\_\_\_\_

**USE OF OLD CHURCH TABLES AND CHAIRS OFF PREMISES**

Ames First United Methodist Church  
516 Kellogg Avenue Ames, Iowa 50010  
515-232-2750 [www.fumcomes.org](http://www.fumcomes.org)

**Person Requesting Tables/Chairs --- (pick-up /delivery during church business hours)**

Name person (must be at least 21 years old) \_\_\_\_\_

Address \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email \_\_\_\_\_

**Reason for the request of tables/chairs:**

Program/Activity \_\_\_\_\_

Activity Days/Date \_\_\_\_\_

Position of person making request \_\_\_\_\_

Expected return/term expiration \_\_\_\_\_

I/We will be using (circle) one two three four old church tables.

I/We will be using this number of old church chairs \_\_\_\_\_ (up to 24 chairs available)

I/We will pick the tables/chairs up on (date) \_\_\_\_\_ at (time) \_\_\_\_\_

I/We will return tables/chairs on (date) \_\_\_\_\_ at (time) \_\_\_\_\_

Table Deposit of \$50 paid on \_\_\_\_\_ Deposit returned on \_\_\_\_\_

Chair Deposit of \$50 paid on \_\_\_\_\_ Deposit returned on \_\_\_\_\_

Request approved by \_\_\_\_\_

Date the tables/chairs returned: \_\_\_\_\_

Items received by : \_\_\_\_\_

**END OF EVENT CHECKLIST**  
Ames First United Methodist Church  
516 Kellogg Avenue Ames, Iowa 50010  
515-232-2750 [www.fumcomes.org](http://www.fumcomes.org)  
**Please turn this in to the church secretary.**

Event Date \_\_\_\_\_

Group \_\_\_\_\_

Signature of Group Representative/Individual \_\_\_\_\_

- \_\_\_ All tables and chairs are returned to proper place of origin within the space. The room has been tidied.
- \_\_\_ No adhesive, tape, pins, nails, or tacks were used to secure decorations/signage and so forth.  
If so, adhesive has been removed. (There may be a charge for repairing any holes or major marks on the walls.)
- \_\_\_ All trash has been removed and placed in outside receptacles.
- \_\_\_ All counters and tables have been wiped off and cleaned.
- \_\_\_ Floors have been swept and mopped as needed
- \_\_\_ The kitchen (if used) was left clean, including sinks, and garbage removed.
- \_\_\_ All leftover food has been taken out.
- \_\_\_ Bathroom facilities are clean and lights are turned off.
- \_\_\_ All equipment, especially AV items have been put away and secured.
- \_\_\_ All lights are off in the space used.
- \_\_\_ Doors are locked.
- \_\_\_ Event began and ended on time.
- \_\_\_ Any further notes:

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Checklist reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Amount and date of any deposits returned via postal mail: \_\_\_\_\_