



NORTH PARK CHURCH

CHECKLIST FOR FACILITY USE

1. **If you have not already done so, please complete the [Event & Facility Use Request form](#).**
2. **All set-up, tear-down, and event clean-up** are the requesting party's responsibility and their team's responsibility. Please contact Brian Altmyer at (412) 812-3747 or (brianaltmyer@northparkepc.org) with any questions or concerns.
3. **TV stands** can be found in the closet in Room 111 and the left-side closet in Room 106. Please **return the tv stand** to its original location.
4. **Childcare workers** should be approved by Kelly Laird (kellylaird@northparkepc.org), including clearances, and briefed on expectations.
5. **Bring your snack** for the children. Do not use any food from the nursery stock.
6. Before you meet, check to see if anything is out of place or dirty, and **tell** the office what issues you found. If something breaks or the carpet is stained during your stay, **inform** the office (brianaltmyer@northparkepc.org) by email or phone.
7. **Wipe table tops and vacuum** as needed. Cleaning supplies are available in the maintenance closet (between the two restrooms) in the hallway of the main building. Clean all dishes and utensils used and put them in the appropriate storage space in the kitchenette. Do not leave things on the counters. Place soiled towels and cloths in the basket under the sink in the kitchenette.
8. **Empty the trash**. Remove and replace the trash bag with a clean one.
 - **If there is any food waste, place it in the dumpster located in the fenced-in area in the lower parking lot.** The code for the lock is 0600.
 - If not, place it in the waste receptacle in the maintenance closet (between the two restrooms) in the hallway on each floor.
9. **Turn off the lights and ensure the exterior doors are shut and locked.**

Questions? Contact Diana Rush at (412) 337-3257 or (dianarush@northparkepc.org).