

CHECKLIST FOR FACILITY USE

1. **Input Facility Use Request** for date, time, and room desired for each meeting date, unless it recurs on the same day each month: <https://northparkepc.org/forms>. Click on *Event & Facility Request* and complete the form.
2. **All set-up, tear down, and clean-up** of the event are the responsibility of the requesting party and their team.
3. **Child care workers** should be approved by Kelly Laird, (kellylaird@northparkepc.org), including clearances and briefed on expectations.
4. **Bring your own snack** for children. Do not use any food from the nursery stock.
5. Before you meet, check to see if anything is out of place or dirty and **communicate** to the office what issues you found. If something breaks or the carpet is stained during your stay, **inform** the office (dianarush@northparkepc.org), by email or phone message.
6. **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 counters. Place soiled towels, dish cloths in the basket under the sink the kitchenette.
7. **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.
 - If there is not, place it in the waste receptacle in the maintenance closet (between the two restroom) in the hallway.
8. If you have moved a TV or other technology, **return them** to their original location.
9. **Turn off the lights and make sure the exterior door shuts and locks.**

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