

Renter Event Day Procedures

1. Retrieve Key:

a. For Main Building Usage

- i. An exterior key will be in the key box located at the Family Foyer entry door.
- ii. This key will open any of the building exterior doors
- iii. The hex key on the key chain will unlock the interior push bars.

2. Locate tables & chairs if needed:

- a. Tables are typically located in the family foyer closet
- b. Folding chairs are typically located in the Hosts Closet right inside the Auditorium door to the right or in the family foyer closet.

3. Please refer to the Facility Usage Policy for event guidelines

4. Clean up:

- a. All trash must be removed and placed in the dumpster outback. The trash bags to replace are located in the janitor's closet in the Preschool Area. The trash dumpster is located behind the building.
- b. All thermostats must be turned to the setting they were at on arrival.
- c. Tables and chairs must be wiped down (if need be) and placed back where they were.
- d. Floors must be cleaned if they are in need of it.
- e. All furniture that was moved needs to be put back.
- f. All lights turned off.
- g. Lock all doors and return key to the drop box.