

# FACILITIES USE CHECK-OUT FORM

*The North Carolina Synod is pleased to provide space for your meeting or event.*

*Please help us keep our facility safe, clean and secure. Complete this checklist before you leave the building and return it to the receptionist's desk.*

## **Thank you for...**

- clearing off all tables.
- placing recyclable cans in the designated container in the kitchen or in the one located in the lower cabinet in the hallway break area near Herndon Chapel.
- placing trash in the large container in the kitchen if your trash overflows the small trash can in your room.
- erasing the boards you have used if you are through with the information. Please throw markers that have dried up in the trash.
- leaving this signed checkoff list on the receptionist's desk.

## **• IN ADDITION, IF YOU ARE USING THE BUILDING IN THE EVENING, ON WEEKENDS OR HOLIDAYS, THANK YOU FOR...**

- emptying and rinsing the coffee pots if you have used them and turning off the coffee maker. Please empty cups and place them in the dishwasher.
- making sure the door to the icemaker in the hallway break area is tightly shut.
- leaving the thermostat(s) set at 70 degrees.
- turning off the copier (if you were authorization to use it).
- leaving the chapel chairs in the same arrangement as you found them.
- checking the door (**IMPORTANT**) to the All Saints Prayer Garden to make sure it is locked. Someone in your group may have stepped outside to smoke or look around. Pull handle toward you to make sure it has clicked.
- turning off all lights. (Some lights cannot be turned off.)
- locking both front doors.

**Please note any concerns or problems that you may have encountered and suggestions for improving this service. GOD BLESS YOU.**

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Signed \_\_\_\_\_

Date \_\_\_\_\_

Group \_\_\_\_\_