

MRBC Facilities Use Check-Off Sheet

Please use this check-off list to make sure you have taken care of everything during and after your event. Thank you for keeping our facility in good repair – may God richly bless you!

5. If you change the temperature of the thermostat, please make sure it is changed back before you leave. Use common sense as you run the heat or air – help us to conserve energy!
6. Make sure you make a trash can with trash bag available if trash will be generated. Also, to avoid leaks, have your guests dump any leftover drinks/ice into the bucket stored in the kitchen closet rather than the trash can; set it by the trash can for easy access.
7. You are expected to remove any trash you generate when you leave.
8. Those reserving the kitchen are expected to bring their own paper products and disposables – please don't use those belonging to the church. You may use the refrigerator, but don't leave any of your food there when you leave.
9. You may use the ice in the icemaker for your event.
10. Remember that the Sunday School rooms are not to be entered/used for your activity unless prior approval is obtained from Property and Space Committee.
11. If you move/rearrange furniture in the fellowship hall, please put it back when you are done. Please don't scape walls with furniture.
12. At the end of your event, please sweep or vacuum floors, and mop any areas that need it due to spills, etc.
13. Please report any damage that may have occurred while you used our property. Let us know of any problems you detected when you entered so that we can take care of it.
14. Make sure all lights are turned off – check bathrooms – before you leave. Check to make sure that outside lights under the walkway canopy and drive through are out – do not depend on switch position.
15. Check ALL doors and make sure they are all locked before you leave.
16. Return key(s) to agreed upon person within 24 hours of the event.
17. Please keep in mind that ours is the house of the Lord – we appreciate your treating it as such!