



# UNITY CHRISTIAN CHURCH

DISCIPLES OF CHRIST

## RESPONSIBILITIES AFTER BUILDING USE

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

1. Collect all garbage into bags and bring it out to the dumpster located in the parking lot.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur, please notify office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.
6. Remove any items put up on the walls or set out in connection with your event.
7. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. Then lock up.

\*Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen. Please return these to the kitchen when you are done using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed regularly.

## KITCHEN ETIQUETTE

1. Check with church office for availability of date desired.
  2. There could be more than one activity that uses the kitchen in the same week. Therefore, we request that you check with the church office before you bring your supplies to the kitchen.
  3. Please return items to designated cupboards. Cupboards are labeled for your convenience.
  4. Please take home all food and beverage items. We have limited space to store these in our one refrigerator.
  5. Clean-up: Please do all dishes, put them away, wipe counter tops and stove, clean sink and sweep floor if needed. Leave used dish cloths and towels in the sink. They will be picked up and laundered.
- Trash:** Collect all garbage into bags and take it out to the dumpster located in the parking lot.

Thank You for your co-operation. Please help us with these guidelines. This will allow us to better serve the needs of everyone who uses the kitchen.