

Advent Lutheran Church Building Use Agreement

1. If you need a key, please call the church office to arrange a pick up time. Office hours are Monday – Friday, 9:00 am – 4:00 pm.
2. Please return the Friendship Hall Set-Up Form to the church office no later than one week before the meeting/event if you want set-up ready for you. If your meeting/event is on Saturday you must set-up the building for Sunday School before you leave. The Preschool Classroom is not included in the building use.
3. If you do not want set-up done for you, you are welcome to move the tables, chairs and room dividers. However the rooms must be returned to the original configuration when the meeting/event is over, unless otherwise advised. Items on the walls must be left as is. You may cover up a wall, but blue tape must be used. No nails, pins or other types of tape, please!
4. There will be NO SMOKING in any of the buildings.
5. You are responsible for clean up and for securing the building. Use the following check list to make sure that the building is left in the appropriate condition before you leave.

- Wipe off each table with a damp cloth.
- Sweep and mop floor if needed.
- If kitchen is used, clean all appliances, work areas and floor. Turn off the fan.
- Make sure refrigerators doors are closed completely.
- Take trash to dumpster and replace trash bags.
- Make sure the rooms are in the appropriate set-up if necessary.
- If nursery is used all toys and furniture must be returned to the proper place.
- Set both thermostats to the off position.
- Turn off all lights, including the restrooms.
- Make sure that **ALL** doors are locked and secured before leaving the site.

Signature _____

Date _____