

# **MACON UNITED METHODIST CHURCH**

## **BUILDING USE CHECK LIST**

**The Macon United Methodist Church considers this facility, grounds and especially the Sanctuary to be a Holy Place set aside for learning and worship of our God. We encourage all persons to enjoy themselves, but also to respect all persons, property, and especially the Sanctuary.**

*Please initial the following to show your group's compliance and return this sheet with your key to the church. Thank you!*

- 1- Cleaned up all spills, messes, etc and vacuumed \_\_\_\_\_  
(Vacuum, trash bags, etc. are in the janitor's closet next to the men's rest room)
- 2 - Returned all tables/chairs to their proper place \_\_\_\_\_
- 3 - Removed all trash and placed in dumpster in the South Parking Lot \_\_\_\_\_
- 4 - Returned all Thermostats to 80 degrees in Summer & 65 degrees in Winter \_\_\_\_\_
- 5 - Removed all personal property from the facility \_\_\_\_\_
- 6 - Checked to see that all doors (in **ALL** parts of the building) were locked \_\_\_\_\_
- 7 - Returned church key to the church office the following day the office was open. Office hours are 8:00 - 12:00 & 12:30 - 4:00, Monday - Thursday and 8:00 - noon on Friday  
\_\_\_\_\_
- 8 - Reported any problems or damage immediately to the church office \_\_\_\_\_
- 9 - Check all bathrooms to be sure that the toilets are flushed, the faucets are not dripping and the lights are off. \_\_\_\_\_
- 10- Room or rooms used: \_\_\_\_\_

**Name of Organization or Person:** \_\_\_\_\_

**Date(s) Church Used:** \_\_\_\_\_

Date Key Returned: \_\_\_\_\_

Church Staff Member/Trustee Reviewing This Checklist: \_\_\_\_\_

***For emergencies, please contact Chris Nelson at (660) 676-1930.***

Revised: January, 2018