

PARKVIEW UNITED
METHODIST CHURCH
FACILITY USE REQUEST FORM

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 place it in the dumpster located by the storage building.
- 2 Wipe off tables. If food or drink is involved, wipe down all tables using a mild soap & water solution. If stains, occur please notify the 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 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. (Set the alarm if you are the last person leaving.)

*Washcloths, towels, and hot pads are located in a drawer in the kitchen. Broom, a dustpan, etc. are located in the pantry. Please return these to the kitchen or pantry 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. (If you buy things on sale before your event, you must request permission to store items in the kitchen prior to the event.)
- 3 Please return items to designated cupboards. Cupboards are labeled for your convenience. Remove and store all items from **DRAIN RACKS**.
- 4 Please take home all food and beverage items. We have limited space to store these in our one refrigerator.
- 5 **Clean-up:** Please wash all dishes, put them away, wipe counter tops and stove, clean sink and sweep floor. **Leave used dish cloths and towels hanging over walls of the sink.** They will be picked up and laundered. **Trash:** Trash should be put in garbage bags that are in the Trash cans. **Trash cans** should be removed from the building and then garbage bags tied and then removed from the **Trash Can** and then placed in the **Dumpster**. Doing it this way eliminates the possibilities of a bag leaking on the floor.

Thank You for your co-operation. Help us with these guidelines. This will allow us to better serve the needs of everyone who uses the kitchen. If you have any questions, you may contact the Trustee Committee.

Coordinator: _____

Helper: _____ Phone _____

Helper: _____

Helper: _____ Phone _____

Helper: _____

Helper: _____ Phone _____