

UUCLV BUILDING USAGE CHECKLIST

When using the UUCLV facilities, return the property to its original condition after your event. The following checklist will be helpful.

Before event:

- Remove phone in the lobby, place it in the mail closet for the duration of the event.
- Remove worship items from worship hall: chalice, candles, hymnals, baskets and other materials.
- Clear lobby of materials (baskets, pens, flyers, name badge boards, event signs etc.)
- Make sure trash cans have liners and are not already full.
- Turn on lights and adjust thermostats as needed.

After event:

- Return all items used to their original locations.
- Adjust thermostats according to signs posted.
- Turn off lights. (Leave lights on in Lobby)
- Empty trash.
- Wash any dishes used according to posted guidelines.
- Wipe down any tables and counters used.
- Check the security of all doors.
- Set the alarm system.