

Check List for Using Pine Valley United Methodist Church

Please recognize that this is a small church. We do not have a paid support staff. Any problems you cause will require a volunteer to correct it.

BEFORE ARRIVAL

1. Ensure that you have filled out a SPACE-USE form and have been given approval for the times and dates.
2. Ensure that you have a key or know the phone number of the person who will open the church for you.

UPON ARRIVAL

1. Open only the external doors that you need.
2. Check the state of cleanliness of the whole church before you start. This will let you know if one of your party has used a room that you did not expect.
3. Use only the areas you have approval to use.
4. Do not use the nursery unless you have specific approval.

BEFORE DEPARTURE

1. After the event, check the cleanliness of the whole church, to ensure that no one in your party has left a mess in a room that you did not expect.
2. Ensure that the church is as clean and the furniture are in the same condition as you found them.
3. If you have permission to use the nursery, please ensure that:
 - a. All diapers are put in the trashcan outside of the church.
 - b. All toys that were used are cleaned up.
 - c. All toys and furniture are put back in its proper place.
4. Take out the trash. The trashcans are outside, in the back of the church.
5. Check all thermostats to ensure that they have not been tampered with. The summer temperature is 75 degrees and the winter temperature is 65 degrees.
6. Check to ensure that all external doors are locked. There are many external doors. The easiest way to ensure you have checked all of the doors is to walk around the outside of the building and check each door.
7. Check to ensure that all of the water is turned off.
8. Check to ensure that none of the toilets are still running.
9. Check to ensure that all lights are turned off. Pay particular attention to the lights above the fellowship hall—they cannot be seen from the inside of the building.

AFTER DEPARTURE

1. If there are any defects, e.g. toilet refuses to shut off, prior occupants left a big mess, vandalism, etc...please call one of the trustees. The number to reach the lead trustee, Bill Crenshaw, is 353-8684; call anytime day or night.
2. Return the key to the person you got the key from or Bill Crenshaw.