

## PORTLAND MENNONITE CHURCH

1312 SE 35<sup>th</sup> Avenue ♦ Portland, Oregon 97214 ♦ 503.234.0559 ♦ [www.portlandmennonite.org](http://www.portlandmennonite.org)

### Checklist for Building Use

#### ♦ Set UP

Event sponsors are responsible to set up area to be used.

Make arrangements *in advance* with the church office if you need any of the following:

- ❖ Building key
- ❖ Heat - during the winter months the whole building is not heated every day.
- ❖ Sound system

#### ♦ Supplies

Provide own supplies (paper plates & napkins, coffee, etc.)

#### ♦ Security

Monitor doors and be aware of who is in the building. If appropriate, you may wish to lock the exterior doors once your function has begun. Before leaving, check around the building to see that all is in order and all doors are *locked and latched*.

#### ♦ Clean up and Restore Areas

Following the event, each area used is to be cleaned up and restored as it was found. The janitor has already cleaned these areas for the week. You are responsible to:

#### ***Sanctuary:***

Please restore everything as it was found.

- Turn off lights (*make sure that switches go all way down, until it clicks*) bathrooms, nursery, exterior light for the Peace Window, if used, etc.
- Turn off fans, if used.

#### ***Kitchen and Kitchenette:***

- Wash dishes, clean up kitchen, put everything away.
- Take home leftover food.
- Wash table tops with warm, soapy water (if table covers haven't been used).
- Empty waste baskets (key for outside dumpster is on hook behind kitchen door, downstairs).
- Sweep floors and vacuum carpets (vacuum cleaner is located downstairs in the janitor closet, between restrooms, key is on hook behind kitchen door, downstairs; brooms in kitchen and kitchenette).

#### ***Old Chapel:***

Please restore everything as it was found.

- Carpets: Minor spots can be handled with carpet cleaner which is stored under the sink in the kitchenette. Please let the church office know if there's been a major spill on the carpet.
- Lights
  - Turn off lights - bathrooms, nursery, exterior light for the Peace Window, if used, etc.
  - Turn off fans, if used.
  - Leave on interior and exterior lights at entry ways.
- Lock all doors - check to make sure doors are *latched*.

***Requesting party is responsible for set-up, take-down and clean-up each time.***

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**Damage Report**

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**Instructions:**

Document all vital information about the damaged items.

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**Date the damage occurred?**

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**Person filing the report?**

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**What was your involvement with the damage?**

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**What happened and how did the damage occur?**

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**Who, if anyone, was involved with the damage?**

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**What action was taken?**

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**What do you believe is the reason why the damage occurred?**

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**Additional comments?**

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**Date report is filed?**  
(for office use only)