



## Pahrump Community Church Facility Use Checklist

Ministry Leaders are responsible for ensuring that facility use procedures are followed.

Do not expect the janitorial staff to handle the items on this list.

### 1. Plan Up

- Schedule ministry activity (dates, times, location) with leadership and church secretary.
- Consult with AV tech to make any AV arrangements (if needed).

### 2. Set Up

- Deactivate alarms (where installed).
- Adjust thermostat appropriate for your activity.
- Arrange chairs, tables, etc. as needed.
- Prepare coffee, juice, snacks, etc. (if needed).

### 3. Clean Up

- [Consult with AV tech for directions regarding AV equipment.]
- Rearrange chairs, tables, etc. (either back to their previous arrangement, or as needed for the next meeting in this location).
- Clean up crumbs/trash/etc. (Depending on the mess, you may need to sweep or vacuum.)
- Rinse coffee pots/pitchers/etc. and return them to kitchen/food prep area.
- Readjust thermostat (either back to their previous setting, or as needed for the next meeting in this location).

### 4. Lock Up

- Turn off lights.
- Set alarms (where installed).
- Lock all doors/gates that your group used.

### 5. Report Up

- Keep records of total attendance (leaders/helpers/participants) each month.
  - How many activities each week.
  - Total attendance for each activity.
  - Total attendance for month.
- Turn in report to church secretary by the first Monday after the last Sunday of each month.