



NASHVILLE METHODIST CHURCH

EVENT CLOSING INSTRUCTIONS

Special information for kitchen use:

Do not leave food items in the kitchen after the event without prior approval. Bulk food donations should be communicated to the Children & Youth Meal Team, Weekday School/Kidspace Director or Compassion Café coordinator for distribution prior to expiration of the items. Otherwise, send your left over products home with your volunteers as a gift to them or find storage elsewhere for your next event.

Pantry items such as napkins, cups and food items are for our Weekday School, Compassion Café, Kidspace and Sunday Night Children's Ministry meal. Please plan accordingly and bring your own paper and coffee supplies.

Please remember that you are responsible to clean up behind your event, including taking the trash to the dumpster and picking up large debris and vacuuming the floor. Please familiarize yourself with our cleaning supplies prior to the activity. We suggest a designated clean-up team for large events. A clean-up checklist has been provided with this document for you to keep as a tool for your team.

Cleanup Checklist:

- All food items sent home, trashed, or labeled for next event.
- Wash, dry and put away all dishes including the coffee pot if used.
- Soiled linens and dishrags should be taken home, cleaned and returned to the church or church office within a week of the event.
- Floors vacuumed/mopped if needed (food crumbs, lots of tracked in dirt, etc.)
- All tables and chairs put back according to room original setup, unless other arrangements have been made. (List other arrangements here: _____)
- Special props or other elements removed from the building.
- All trash taken to the dumpster.
- Replace furniture and items that have been moved or borrowed from another room.

Lockup Checklist:

- Lights turned out throughout the building (including the restrooms).
- If heat or air is adjusted, please return it to the original setting.
- Check ALL exit doors to ensure they are locked (pull handles to secure).

Please make notes here of any property damage or repairs needed to the building and grounds:

Signature: _____ Date: ____-____-____
(Place completed form in church office drop box)

NOTE: Defibrillator is located near the nursery in the Gathering Area. First aid kits are located in the kitchen and the Gathering Area cabinet.

For pastoral emergencies or serious trouble with the facility, call the church administrator at 252-855-1529.