

# Guidelines for Using Church Spaces

Please follow the guidelines when using church spaces

**STOP! Check the room before leaving it.**

- Return tables/chairs to their original places
- Clean all countertops and tables and wipe up spills from the floor.
- Place all food/drink refuse in the garbage bins.
- Return air systems to their original settings and turn off ceiling fans.
- Turn off all lights.
- Recycle where appropriate

**Please leave the space better than you found it, thank you!**