

Building Use Check List

Please complete this form as you are closing up after your event,
and return it to the Faith Church Office.

Organization or group name:	
Building(s) & room(s) used: <i>(examples: Fellowship Hall, Parlor, kitchen)</i>	
Dates and hours used: <i>(example: Friday, 10/14/2011, 6-9 pm)</i>	

Please check these tasks off the list when they are completed:

- All lights off except for outside security lights _____
- All toilets flushed and *not running nor overflowing* _____
- Cigarette butts extinguished and area is "policed" of trash _____
- Furnished food and drink stored safely and waste thrown away _____
- All trash placed in the locked dumpster and dumpster key replaced _____
- AC/Heating turned OFF, and Fan to Auto, in all rooms except kitchen _____
- Stove/oven/coffee pot turned off and/or unplugged and stored away _____
- Security Alarm set in each building used _____
- All doors closed and locked _____

Please tell us about any facilities/maintenance items needing attention:

(continue on back if needed)

Signature of person completing this checklist

Printed Name

Remember to return this form to the church office as soon as you can:

- **Bring or mail** to FaithPC BARC, 1314 E. Oltorf St, Austin, TX 78704 - OR -
- **Fax** to FaithPC BARC at (512) 444-1380 - OR -
- **Scan and email** to FaithChurchAustin@gmail.com

Thanks y'all! And come join us for worship on Sunday mornings at 9:45 am!