



WELLSPRING CHURCH

Meeting and Event Wrap Up Procedures

Following is a checklist to use following the use of Wellspring space for your meeting or event:

- ❖ Leave the facility reasonably clean and remove all items associated with the event.
- ❖ Remove all event flyers, programs and materials.
- ❖ Return the room(s) to its initial set up arrangement. **This includes all furniture.**
- ❖ Take all garbage that was used to the dumpster. (code = 1314)
- ❖ If central heat was used, turn thermostat to the OFF position.
- ❖ Turn off all lights and close all windows.
- ❖ Ensure the building is properly locked and secured.
- ❖ Return key to the key lockbox.

Report any damage or maintenance problems to Wellspring Church Staff.