

Clean-up:

1. All decorations must be taken down and removed from the Temple at the end of the event.
2. All Temple non-disposable plates, bowls, cups, serving platters and utensils must be washed, dried, and put away.
3. All garbage cans must be emptied and liners replaced. All collected garbage and recyclables must be placed in the appropriate receptacles located outside near the kitchen.
4. Relock the door after taking all garbage and recycling out.
5. All table linens must go home with the renter to be washed and returned.
6. Floors must be broom swept.
7. If you have adjusted the heat/ac while in the building, please return the settings to 66 degrees.
8. Make sure all appliances are turned off.

9. All lights must be turned off.

10. Make certain that all exit doors and windows are closed and locked.

Renters

Signature _____

Date _____