

RVCC Family Life Center Gymnasium Use Checklist

Please use this checklist to verify that the facilities are returned to their proper order. Check-off each item, sign, and leave on pass-through counter.

- The floor has been swept and if needed, mopped.
- All equipment (sports, projection, toys, etc.) has been returned to its proper location.
- All trash has been removed and new trash bags placed in receptacles.
- All toilets have been flushed and restroom trash emptied.
- All tables and chairs have been returned to their proper locations.
- The Head Trustee, church coordinator, or the senior pastor (contact information posted in gymnasium) have been notified of any problems with the equipment or electric.
- Children and teens had adult supervision.
- Both thermostats have been set to 85 (if summer) or 60 (if winter).
- All restroom lights and gym lights will be turned off and all outside doors locked and checked.

I have completed the checklist and believe all facilities have been returned to proper order.

Date: ____/____/____ Signed: _____