



300 E. Imperial Highway, Brea, CA 92821

(909)833-3021

CHECKLIST FOR FACILITIES

Sanctuary:

- ☐ Pick up trash on floors, in pews, and in Narthex.
- ☐ Remove all decorations and dispose of them properly.
- ☐ Extinguish all candles.
- ☐ Take the trash out to the dumpster in the parking lot. If the dumpster is full, secure the trash bag and place it next to the dumpster.
- ☐ Turn off lights, air, or heat. Check the cross light as well as bathroom lights (There is a night light that remains on just below the choir loft that you may disregard.)
- ☐ Secure all entrances and exits.
- ☐ Double-check all spaces for left property.

NOTE: If the Sanctuary is not clean after you leave, your security deposit will be forfeited.

There will always be an Events Coordinator on site to assist with any questions or concerns.



300 E. Imperial Highway, Brea, CA 92821

(909)833-3021

CHECKLIST FOR FACILITIES

Hall - All Rooms: Set up and clean up is the responsibility of the person/party renting any room in the hall. This includes tables, chairs, DJ, music, decorations, videos, screens, etc.

- ☐ Remove all decorations and dispose of them properly.
- ☐ Take the trash out to the dumpster in the parking lot. If the dumpster is full, secure the trash bag and place it next to the dumpster.
- ☐ Wipe all tables clean.
- ☐ Clean rooms thoroughly. Brooms, mop, and trash bags will be provided to you.
- ☐ Replace tables to the original configuration or into the appropriate storage area.
- ☐ Replace chairs to the original configuration or into the hall closet or storage area.
- ☐ Turn off the lights.
- ☐ Turn off the air or heat if used.
- ☐ Close all windows.
- ☐ Secure all entrances and exits.
- ☐ Double-check all spaces for left property.

NOTE: If the hall/room is not cleaned after you leave, your security deposit will be forfeited.

There will always be an Events Coordinator on site to assist with any questions or concerns.



LIVE OAK

UNITED CHURCH OF CHRIST

300 E. Imperial Highway, Brea, CA 92821

(909)833-3021

CHECKLIST FOR FACILITIES

Kitchen:

- ☐ If you use it, wash, dry, and return it.
- ☐ Turn off faucets.
- ☐ Place strainers in all kitchen sink drains before washing dishes.
- ☐ Scrape food into the trash. **Never scrape food into the sinks.**
- ☐ Clean the kitchen thoroughly. Brooms, mop, and trash bags will be provided to you.
- ☐ Take the trash out to the dumpster in the parking lot. If the dumpster is full, secure the trash bag and place it next to the dumpster.
- ☐ Replace trash can liner with new, clean trash can liners provided.
- ☐ Turn off the lights.
- ☐ Close all windows.
- ☐ Secure all entrances and exits.
- ☐ Please only put recyclable materials in the recycling cans.
- ☐ Double-check all spaces for left property.

NOTE: If the Kitchen is not clean after you leave, your security deposit will be forfeited.

There will always be an Events Coordinator on site to assist with any questions or concerns.



LIVE OAK

UNITED CHURCH OF CHRIST

300 E. Imperial Highway, Brea, CA 92821

(909)833-3021

CHECKLIST FOR FACILITIES

Patio and Parking Lot: Return areas to the same condition in which you found them in when you arrived.

- ☐ Remove all decorations and dispose of them properly.
- ☐ Pick up or sweep up any trash found outside.
- ☐ Sweep up any food found outside.
- ☐ Take the trash out to the dumpster in the parking lot. If the dumpster is full, secure the trash bag and place it next to the dumpster.
- ☐ Double-check all spaces for left property.

NOTE: If the Patio and Parking Lot are not clean after you leave, your security deposit will be forfeited.

There will always be an Events Coordinator on site to assist with any questions or concerns.