

Building Use Checklist



RECREATION BUILDING

PRE-ARRIVAL

- Make sure you have submitted your deposit (Due 2 weeks before the event).
- Please pick up a key 1-2 days before the event.
- Look over Building Use Policy.
- Notify us with any needs you may have. Rentals may require extra fees.

ARRIVAL

- Make sure you are arriving no sooner than the time approved by FBC.
- Please pick up a key 1-2 days before the event.
- Do not put anything on the walls.
- Please stay in the designated space you have requested. There may be other areas of the building in use for another event.
- Free Wi-Fi is provided under "FBC Public"

CLEAN-UP

- Wipe down all counters, tables, and any other surfaces that have been used.
- Put up all tables, chairs, and equipment in their proper place.
- Sweep floors (the gym has a dust mop available for use if using that space).
- Pick up trash in the bathrooms and make sure toilets and urinals have been flushed.
- Empty trash cans in the dumpster and replace the liners.
- Make sure all lights are turned off before leaving.
- If you have changed the thermostat, please set it back to the original temperature.
- Check to see all doors are locked and secure (especially North and East doors).

Please make sure you have completed the *Clean-Up Checklist* above to avoid risk of losing the event deposit.



Rec. Building
305 N Main Ave,
Bolivar, MO 65613

FBC Office:
Monday-Friday
8:00am - 4:00pm
(417) 326-2431