



Building Use Checklist



FELLOWSHIP HALL

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/vacuum all floors.
- ☐ Please make sure kitchen is clean and reset. Check that the stove and fan are turned off.
- ☐ 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.

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



Fellowship Hall
316 N Main Ave
Bolivar, MO 65613

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

