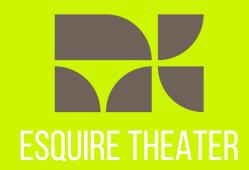


## **Building Use Checklist**



## **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.
  Any use of equipment (sound, video, stage lights, and concessions) or consumable supplies requires preapproval from certified FBC personnel.

## **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. This ensures the safety of all guests.
- 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 bathrooms have no significant messes.
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.

