

**LA CRETE CHRISTIAN FELLOWSHIP**  
**FACILITY USAGE - Custodial Responsibilities**

**\*\*\*The sanctuary and fireside room will be locked 1 hour after the conclusion of the event. Please make sure all decorations and personal effects are removed from both rooms and that they are returned to the condition they were found in.\*\*\***

**\*\*\*Please call Mary Penner one hour before your event is finished so she can come in to do her janitorial duties. Her number is 928-3618 or 926-0904.\*\*\***

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**Applicant Responsibilities – Checklist:**

***Make sure a 'Responsible Adult' is designated to look after details on the day of the event***

- Ensure sanctuary is returned to condition it was in prior to event (remove all decorations, props and equipment used in event)
- Ensure the fireside room is tidy (if used)
- Clean nursery (if used)
- Clean the kitchen, sweep and wash the kitchen floor and ensures the cooler and freezers are clean
- Put away tables and chairs in multi-purpose room
- Put any used tablecloths on the floor in the janitor room
- Sweep multi-purpose room floor
- Sweep foyer floor
- If coffee are used, sweep floors, wash dishes and tables
- ALL garbage's need to be taken out

***Applicants will be charged an additional \$25.00 per hour in custodial fees, should the above responsibilities not be completed satisfactorily.***

**Custodian Responsibilities**

- Instructs applicants on what their responsibilities are and where the cleaning supplies are located
- Ensure the sanctuary is ready for Sunday service
- Wash foyer floors
- Wash multi-purpose room floor
- Clean washrooms
- Wash foyer door windows of finger prints