

# Hebron Fellowship Baptist Church

## *Facility Usage Checklist*

### **BEFORE**

#### **Decorations**

- No liquid decorations allowed
- Dripless candles only

#### **Sound and Video**

**\*Only HFBC Staff will be allowed to touch and operate sound and video equipment.\***

- Church equipment, e.g. TV/DVD, monitor, and/or sound equipment is subject to availability and approval and must be included in the agreement.
- Anyone wishing to play instruments must have prior approval beforehand.
- Videos must be screened and approved at least 3 days prior to event.

Special Equipment Needs: Y/N

TV/DVD Player \_\_\_\_\_

Monitor \_\_\_\_\_

Tape/CD Player \_\_\_\_\_

Podium \_\_\_\_\_

Microphones (#) \_\_\_\_\_

### **AFTER**

Users are expected to leave the facility in good clean condition.

1. Have floors been vacuumed, swept, and mopped?	Y/N
2. Have trash cans been emptied?	Y/N
3. Have you removed all of your personal belongings?	Y/N
4. Have all lights been turned off?	Y/N