

Ringgold Baptist Church 2014 Family Life Center

Church Property:

- ✓ Please remember that items may not be removed from the Family Life Center, the kitchen, or the church premises.
- ✓ This includes, but is not limited to: tables, chairs, silver, punch bowls, cups, plates, linens or items donated to the church.
- ✓ Use of silver and linens is limited to church members. Silver must be hand washed, dried, rewrapped and returned to boxes. Linens should be taken to cleaners for laundering and returned to original hanging black storage bags.
- ✓ There are metal and wooden tables and metal folding chairs in basement that church members may sign out for personal use.

Church's Paper and Plastic Ware Usage:

- ✓ **Church functions** are allowed to use paper and plastic ware. IF SERVING LESS THAN 30, PLEASE USE THE REAL DISHES TO PROTECT THE ENVIRONMENT. This would include Sunday School classes, FLC dinners, Youth functions, Joy Club, WMU, Committees, and Ministries, Etc.
- ✓ **Non-Church functions** are asked to supply their own tablecloths, paper and plastic ware. This would include all Scouts, birthday parties, showers, and family gatherings, etc.
- ✓ Please remove church's tablecloths and decorations before your functions and return to tables at end of function.

Cleanup Check List:

The Kitchen & Family Life Center should be returned to its original condition.

- All trash containers emptied of trash and trash removed from church property.
- All counter tops, stove, microwave, and appliances wiped off.
- Tables and chairs wiped off and returned to their original locations.
- Family Life Center and kitchen swept and damp mopped as needed.
- Church's pots, pans and dishes washed, dried and put away.
- Oven and dishwasher clean and turned off.
- No food left in refrigerator or on counters.
- All dish cloths and dish towels laundered and returned to church.
- Twelve round tables with seven chairs at each table and three long tables returned to their original arrangement.
- Church's tablecloths and decorations returned to the tables.
- Nothing left in sinks or drainers.

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If you have any questions – please contact: David Burgess 434-489-5187