

PLEASE BE CONSIDERATE OF THOSE WHO USE THIS FACILITY AFTER YOU

GENERAL INSTRUCTIONS

- The STAGE, restrooms and storage rooms are not play areas.
- Parents will be held responsible for children under their supervision.
- Do not use tacks, nails and/or duct tape on the walls and flooring.

GYMNASIUM AREA

- NO food upstairs.
- Basketballs, footballs, volleyballs, etc. should stay only in the gym area. They are not permitted in the upper level.
- Nothing should be thrown to or from the upper level.
- Nothing should be thrown or kicked against the gym ceiling or bounced off the walls above the carpet.

KITCHEN AREA

- Clean all surfaces, sinks, stoves, refrigerators, etc. which were used.
- Make sure all burners and ovens are turned off.
- Put used towels in the laundry basket in the storage room by the washer and dryer.
- DO NOT USE THE DISHWASHER!

RESTROOMS

- Make sure the toilets are flushed and wiped cleaned.
- Check faucets and clean counters.
- Remove trash (extra bags are under the sink.)
- Turn off lights.

GENERAL CLEANING

- Make sure tables and chairs are set up in two rows of 7.
- Sweep floors. Sweepers are in the closet under the stairs.
- A broom for the kitchen is in the electrical room.

FINAL CHECK

- Put all trash in the dumpster. Trash bags are under the coffee pots.
- Make sure lights are turned off with the exception of the foyer, kitchen and hallway entrance lights (these lights don't turn off).
- Make SURE ALL doors are locked.
- Return the key to the lock box.

KINGDOM ACADEMY IS NOT RESPONSIBLE FOR ACCIDENTS.

If necessary, call: KA Rental Coordinator 260-353-1590

Brian Steffen 260-273-2323