

Open Door Baptist Church Building Use Checklist

Must be completed by the Event Coordinator and signed off on by the ODBC FUA

Task	Event Coordinator (initial)	ODBC FUA (initial)
<i>PRE EVENT PLANNING:</i>		
Received, read, understood & agreed to abide by all information found in the <i>ODBC Building Usage Policy</i> and <i>Calendar Scheduling Application</i> .		
Completed, signed and submitted the <i>Calendar Scheduling Application</i> form to church office.		
Paid the building usage fee to the church office, if applicable.		
Submitted a valid Certificate of Insurance, as described in building usage policy, to the church office, if applicable.		
Contacted the ODBC FUA and scheduled a date / time to meet at the facility.		
Received final approval for use of the building from the ODBC FUA.		
<i>POST EVENT INSPECTION:</i>		
Reserved rooms were returned to the original set-up condition.		
Reserved rooms were cleaned, vacuumed and mopped as needed and any garbage was taken to the dumpster. This includes any bathrooms used.		
The kitchen was cleaned per the Building Use Policy if applicable.		
The ODBC FUA inspected the facility and assessed any damages.		
The Event Coordinator paid expenses for any assessed damages if applicable.		
Any temporary access keys issued for entry to the building were returned.		