

5605 E. Avon Lima Road, Avon, NY 14414

- Email: Office@eastavonchurch.com

Revision April 29, 2025

RESPONSIBILITY AFTER BUILDING USE

1. Leave the facility the way you found it or in better shape than it was. If you find something broken/damaged, let us know. Accept responsibility for any damage your group may have caused while using the building.
2. Collect all garbage into bags and bring it to the outside garbage containers.
3. Wipe off tables, Sweep Floors. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur, please notify the office so correct cleaning solutions can be applied to remove stains.
4. Return all the tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
5. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverages with you unless specific plans for usage have been arranged. Wipe counters and leave the kitchen clean and ready for the next use.
6. Remove any items put up on the walls or set out in connection with your event.
7. As you leave the building, make sure the lights are turned off, the doors are locked, the ovens and coffee makers are turned off, and the thermostat is set to 60°F or the air conditioners are turned off.
8. No food or drink other than water is permitted in the sanctuary.
9. The First Presbyterian Church of Avon is an alcohol and drug free campus. Smoking is permitted outside of the building using the smoker's outpost for cigarette butts.
10. If you are using the building for a wedding, please contact a deacon who will help you find things for the wedding rehearsal and on the day of the event (ie candles or sacramental cloths).

*Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen. Please return these to the kitchen when you are done using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed.