



# Congregational Church of Belmont

## United Church of Christ

751 Alameda de las Pulgas, Belmont CA 94002 · 650-593-4547  
Office@CCBelmont.org · www.CCBelmont.org  
The Rev. Sally Train, Interim Pastor

### Event Checklist

#### Before the Event

- Read the Conditions of Building Use to ensure that you understand and are willing to adhere to them
- Ensure that the timeframe you intend to reserve allows for setup and cleanup
- Contact the rental coordinator at [rentals@ccbelmont.org](mailto:rentals@ccbelmont.org) to find out if your desired date is available
- Submit the reservation forms and security deposit to book the space (the date will not be held without the deposit and forms)
- Plan in accordance with our recycling policy outlined in the Conditions of Building Use
- Pay the rental fee **no later than two weeks** prior to the event. If you do not pay the fees by the indicated time, your reservation is subject to cancellation
- Let the rental coordinator know of any special requirements or requests at least two weeks in advance
- If you feel that you need to access the building prior to your reserved date and time (e.g. to assess the space for setup), you **MUST** contact the rental coordinator at least 48 hours in advance to arrange this. Showing up at the building without a prior appointment is not acceptable, as we do not always have staff on site. Depending on the circumstances, an additional fee may be added to your rental for any building access beyond the appointed time.

#### During the Event

- Adhere to the Conditions of Building Use

#### After the Event

- Remove all decorations (recycle them if applicable)
- Remove all food, beverages, and personal property
- Do NOT remove any church property
- Return all church property (furniture, etc.) to the place where you found it
- Ensure stove, coffee maker, and any other appliances are turned off
- Dispose of all trash items according to our recycling policy
- Wash and store all church tableware (if used)
- Empty and clean coffee makers (if used)
- Wipe down and clean all surfaces as needed (e.g. stove, sink, counters, tabletops)
- Sweep and/or mop floors as needed
- Empty all garbage, recycling, and compost containers into the dumpsters at the rear of the parking lot and return the containers to where they were before (don't forget BATHROOM trash cans!)
- Turn down the heat (dining room, sanctuary, and parlor thermostats) if used
- Ensure all doors are closed and locked (entry areas, kitchen, veranda)
- Turn off all lights