



Risen Savior Lutheran Church  
9501 W. Drexel Avenue  
Franklin, WI 53132  
(414) 529-5647

## Facility Cleanup Responsibilities

**It is the responsibility of the group or individual using the facility to set up, clean up and return the facility and equipment used to the church's normal setup after the approved event or activity.**

1. Please wash and dry any of the facility's cookware, utensils and dinnerware you have used and return them to where they were originally located. Cabinets are marked as to where items are stored.
2. If food or drink is served, wipe off tables using a mild soap and water solution. Wipe down counters, stove and sink. If a stain occurs that cannot be washed away, please notify the church office. Put all used kitchen cloths in the basket near the sink.
3. Return all tables, chairs and equipment to their original location.
4. Sweep the floor and mop where needed.
5. Trash is to be put in garbage bags and tied. Place trash bags in the dumpster located adjacent to the shed at the rear of the parking lot. Put all recyclables in the kitchen containers as marked.
6. Remove any items used for decoration or display. Immediately report any damage to the facility or equipment.
7. Please take home all unused food/beverages, unless specific plans for future usage have been made. The church has the right to remove or dispose of any items left at the facility.
8. **MOST IMPORTANTLY, if you are the last group/individual to be present at the facility on the day of your event, please check to be certain that all windows are closed, lights turned off and all doors locked (kitchen, door to the right of the kitchen and both entry doors). From the outside of the facility try to regain entry to be absolutely sure all doors are truly secure.**