

**CONGREGATIONAL CHURCH OF BELMONT (CCB)**  
**751 Alameda de las Pulgas, Belmont, CA 94002**  
**650-593-4547**                      [www.uccbmont.org](http://www.uccbmont.org)

**EVENT CHECKLIST**

1. Before the event
  - a.  Read the Conditions of Use to insure you can live with them.
  - b.  Ensure your required time frame allows for set up and clean up.
  - c.  To reserve the space, submit the Reservation form **including the Security Deposit.**
  - d.  Plan in accordance with our recycling policy outlined in Conditions of Use.
  - e.  Pay all fees due, less the security deposit if paid previously no later than two weeks prior to the event. If you do not, your reservation is subject to cancellation.
  - f.  If CCB is to do your setup, submit your desired layout with your fee payment.
  
2. During the event: Adhere to Building Use Conditions.
  
3. Following the event:
  - a.  Remove all decorations from the premises. If they are recyclable, do so.
  - b.  Remove all food and beverages and all your personal property.
  - c.  Do not remove church property, including tableware.
  - d.  Ensure stove and coffee maker are turned off.
  
4. If you are responsible for clean up
  - a.  Wash and store all church tableware.
  - b.  Empty and clean coffee makers
  - c.  Clean all horizontal and vertical surfaces (e.g., stove, sink, counters and floors)
  - d.  Empty garbage and recycle containers into the dumpsters, rinse them, and reline the garbage and recycle containers with the appropriate bags.
  
5. Lastly
  - a.  Turn down the heat (dining room, sanctuary, parlor thermostats)
  - b.  Lock the doors (entry, kitchen, veranda)
  - c.  Turn off the lights, the party's over!