

End of Meeting Room Checklist

Team chairs: Please check completed steps 1-6 and sign this form at the end of your meeting. Please leave this completed form at the Main Desk.

Team or Committee Name: _____ **Date of Meeting:** _____

- Personal belongings are collected (glasses, cell phones, laptops, etc.)
- Trash (including food) in the meeting room and in the kitchen/dining area is disposed of in dumpster in the back of the building. *No food or utensils can be left in the room.*
- Meetingsupplies are put away (markers, pens, not e-pads, etc.)
- Lights and all appliances are turned off in both meeting and kitchen areas.
- This completed form is left on the counter at the main reception desk.
- Key Fob is returned or left in the drop box located outside at the main building entrance.

Please list any office supplies needed for future meetings that are not currently stocked in supply room: _____

Please feel free to comment about your experience and note any changes you feel would improve your experience: _____

Printed Name

Signature

Thank you for having your event at the United Methodist Center. We look forward to serving you again.

Our Address: United Methodist Center, 7481 Henry Clay Blvd., Liverpool, NY 13088
Nearest Cross Street: Dey Road

(315) 898-2000 • Fax (315) 898-2198 • www.unyumc.org

If a problem arises during event please contact: Cherish McGowan, Office Manager 315-247-4695
Doug Thomas, IT 315-412-5971 or Phil Butler, Building Maintenance 315-960-2686
Liverpool Police Department (315) 457-0722 Liverpool Fire Department (315) 457-6347

For Fire or Ambulance Emergency Call 911