

Heartland Center

Meeting Spaces

Heartland Center rates are based on groups sharing clean up responsibilities with our staff and volunteers. We ask that you do the following to help prepare for the next group. Thank you ☺

Guidelines

- Please keep rooms tidy and take trash to dumpster when necessary.
- Keep outside doors shut. If you would like to open your doors or windows, please make sure the heat and AC are turned off. Do not leave outside doors open in the evenings or overnight.
- No tacks in walls. No duct tape or packing tape on walls. Blue tape, masking tape, and removable glue dots are OK.
- Remove any signage and window paint before departure.
- No glitter or confetti.
- Keep all tables and chairs inside.
- Report any maintenance issues to a Heartland Staff Member.
- Be respectful of other guests on property and the nature around you.
- Park cars in designated areas only; no off road driving.

Meeting Space Check-Out List

Check-Out Time: _____

- **Arrange chairs and tables** to the edges of the room. (See configuration posted)
- **Collect all trash** from meeting space and common spaces and place in the dumpster located behind Grace Hall.
- Turn off all lights.
- Check entire room for clothing, cell phone chargers, and other personal items.
- Wash out coffee maker/carafes. Remove all food from refrigerator and freezer.
- Consider praying for the next group using the space.
- Return all keys to office. (If checking out on Sunday before 12pm, leave your key on a table in your meeting space.)
- If applicable: Complete "Equipment Check-Out/Check-In" sheet and return to office.