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## RECEPTION CLEAN-UP POLICIES AND GUIDELINES

PLEASE PASS THIS LIST ON TO YOUR CATERER PRIOR TO YOUR EVENT

1. Please leave the church in the same condition it was when you arrived.
2. Caterers, be aware that there are time limits for events. Ask an Old Church staff member when the church must be vacated.
3. Empty glass bottles may be bagged (*in separate bags from the garbage*) or boxed and left in the Church for recycling, in the area indicated to you by an Old Church staff member
4. Please do not overfill garbage bags to the point of bursting. Garbage bags may be tied closed and left in the area indicated to you by an Old Church staff member.
5. No food-related items (*food, beverages, hot trays, etc.*) may be placed on the piano or on the antiques (*hutch, chairs, etc.*), except for a cake on the cake table.
6. When borrowing items from the Old Church, such as punch bowls and coffee makers, please wash and rinse them before returning them to the office. Please throw any coffee grounds in the garbage. Never put coffee grounds in the sink.
7. No hard liquor or large kegs of beer allowed. Alcoholic beverages may only be served under the auspices of a licensed caterer or licensed OLCC server.
8. Our kitchen has ample counter space; a stove and oven for warming; a refrigerator; and, a microwave. A mop, broom and vacuum are also available for your use.
9. Please clean all table surfaces and spot-mop floors for any spills. If you notice a fresh stain, please notify a staff person.
10. You are responsible for sweeping and vacuuming all areas where food is served or eaten. The Old Church may ask your party to fold up tables and chairs so that you will be able to sweep and vacuum effectively.
11. Caterers and renters will need to supply their own soap, sponges and paper towels for kitchen and reception hall cleanup.

**Thank You For Your Help And Cooperation In Keeping  
The Old Church In Beautiful Condition**