



First United Methodist Church Land O Lakes

6209 Land O Lakes Blvd., Land O Lakes, FL 34638

Email: office@lolumc.org Tel: (813)996-3533

ADDENDUM I

Facility Use Check List

V1.1 - September 2, 2020

Contact Information	Date	Room
Group Name / Event:		
Group Leader:		
Leader Contact Number:		

Completed at Start of Group Event	Yes	No
Signed and approved Facilities Use Contract on file in church office		
Everyone wearing face covering		
Social distancing being practiced in common areas		
Temperatures taken for all in attendance, none over 100.4		
Medical Questionnaire completed for all in attendance		
Waver of Liability on file for all in attendance		
Was anyone turned away for failure of above		
No rooms over posted occupancy		
No food or drinks in any rooms		

Completed at End of Group Event	Yes	No
All tables left clean		
All counters left clean		
Doors and door handles left clean		
Bathrooms left clean, if used		
Were Cleaning products used		
All floors free of debris		
Were any electronics used, if so what		
Facilities Use Checklist completed and submitted to church office		

Printed Name:	Date/Time	
Signature:		

Please return completed form to Church Office - Trustee Mail-slot