**Closing Checklist:**

* Remove all décor.
* Remove all food.
* Bring indoor furniture back inside. (Tables & chairs do **not** need to be moved from the reception building, broken down or stacked against the walls after your event.)
* Take all trash to dumpster in parking lot behind shed.
* Lock shed door.
* Adjust temperature in both buildings to 65 degrees in Winter and 76 degrees in summer (there are 3 units to adjust in the reception building – the two remote controlled wall mini splits can be turned off).
* Turn off all lights including outdoor café lights. You can leave on a patio light needed to walk to vehicle.
* Unplug the fountain (outlet is to the left of the patio facing chapel windows)
* Lock all doors (see detailed instructions below).
* Lock Keys back in the Lockbox.

**Reception Doors**

Lock all lawn facing reception doors from the inside first.

Pull right side door closed and pull up on the lever handle to secure unseen bolt into the threshold. Pull left side door closed and pull up on handle to secure unseen bolt into threshold and turn the thumb lock. If bolts are not secured, you will not be able to turn the lock.

For main reception entry doors, from the outside, pull the left side door closed and pull up on the lever to secure the unseen bolt into the threshold. Pull the right side door closed and pull up on the lever to secure the unseen bolt into the threshold. Use the key to lock the door.

If you need help, please call or text:

Kathy Skelton 678-978-8490

Margaret Sincere 706-344-8124