

Heartland Center

Oak Place

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

- Keep thermostats on both sides of living room set at same temperature.
- 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 room assignments or other 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.

Oak Place Check-Out List

Check-Out Time: _____

- **Collect trash** from all bedrooms, bathrooms, and common spaces and place in the dumpster located behind Grace Hall.
- Kitchen Appliances. Make sure stove and oven are turned off. Wash and unplug coffee maker. Remove all food from refrigerator and freezer.
- Check entire building for clothing, cell phone chargers, and other personal items.
- Make sure all camp fires and grills are completely extinguished.
- Consider praying for the next group using the space.
- Return all keys to office. (If checking out on Sunday before 12pm, leave your key in the kitchen.)

If Applicable

- Remove Linens from Beds. If using Heartland Center linens, place sheets and towels on the floor in the kitchen. Leave mattress pad, blanket, and pillows on beds.
- Complete "Equipment Check-Out/Check-In" sheet and return to office.