**Are you the last person leaving the building?**

* Find out by checking the building calendar, posted on the bulletin board near the office door.
* If you’re the last group/person using the building please lock up and turn off lights:

Locking up

* Check the downstairs doors (Gathering Area, Kitchen, and three sets in the Fellowship Hall). If you have a building key you can lock them from the outside. All of these doors need to be *firmly* closed to latch. Check by tugging from outside/pushing from inside.
* Lock both sets of narthex doors (the doors at the back of the sanctuary) from the inside by turning the bolts.
* Close the doors between the sanctuary and narthex, and sanctuary and office entryway, for energy efficiency.
* In the office entryway lock the left glass door with the allen wrench that hangs above the right door.
* Lock the office with the pushbutton inside the door.

Turning off lights

* Lights on timers and have this sticker. Please turn off **all other** light switches.
* Turn off Fellowship Hall lights – which ones and where?
* Check upper floor lights are off and windows closed.
* Find the narthex switches behind the flower vase (on your left as you walk into the sanctuary).

**Stone Church welcomes all to this building. Sharing community throughout this space is part of our mission – so is sustainability. By caring for this space we share it with generations to come.**