



Check-Out Procedures

Check-In Time: 3 p.m.

Check-Out Time: 10 a.m.

Please call us 24 hours before your departure to set up a check out time.

Anna: 508-982-9022 / John: 508-579-4757

We know how much has been required of you during your time here, and we are so grateful for your partnership in ministry both in the city and here in our building. We have prayed for you, your safety during your stay, and God's impact on your life and the Kingdom during your time here.

Just a few more things before you go...

1. Please take sheets and pillowcases off your bed and place them in the designated bin or area.
2. Please leave the pillow and folded blanket on the bed.
3. Please put towels and washcloths in the designated bin or area.
4. Do not leave luggage or linens in front of the stairs or elevator door.
5. Remember to take all personal items with you. Valuables will only be mailed upon request.
6. Please pick up any large pieces of trash off the floor (and under the beds).
7. Please gather and place all trash in trash bags and recyclables in the proper container near the elevator or in the stairwell. Separate all plastic bottles and glass [no broken glass] into the recycling bins provided.
8. Restrooms - Please flush all toilets and put all trash in containers. Remember to turn out the lights. Any cleaning is appreciated and helpful.
9. Kitchen/Dining Room - If you or your team used the kitchen/dining room during your stay, please make sure to do the following:
 - Wipe down all counters in the kitchen and all tables in the dining room
 - Wash, dry, and put away all dishes (please do not leave them in the dish drainer)
 - Sweep and mop the kitchen and dining room
 - Let us know if you are leaving any food non-perishable food behind
 - Throw away any perishable food in the refrigerator
10. Make sure that all windows are closed. (Remember to check every room in the dorm area and the kitchen/dining room.) Fire escape windows must be locked at all times.
11. Please give us a call 15 minutes before you are ready to leave so that we can take you and your luggage down on the elevator.

Have a safe trip home! Pray for New York. Come back and work with us, if God so leads you. Thank you for your ministry to New York City, your global impact, and your love for the Kingdom.