



POST- FACILITY USE CHECKLIST

FOR: ALL MINISTRIES AND GROUPS/INDIVIDUALS USING PARISH FACILITIES.

✓ **PLEASE COMPLETE THE FOLLOWING CHECKLIST, SIGN, AND RETURN IT ALONG WITH THE KEY(S), TO THE PARISH OFFICE.**

1. Have you removed all the garbage/trash from the hall, kitchen and gathering space, and placed it in the dumpsters behind the church? _____
2. Have you turned off the stove(s) and/or oven(s)? _____
3. Have you removed all of YOUR items from the refrigerator/freezer? _____
4. Have you wiped off the counter tops, sinks and any tables that were used? _____
5. Have you checked to see the bathrooms are clean, no paper on the floor, and lights are off? _____
6. Have you stacked all the chairs and tables on their carts properly and returned the carts back, or left as you found them? _____
7. Have you vacuumed the carpet in the hall or classroom, washed any tile flooring—if necessary, and cleaned up any spills? _____
8. Have you removed any tape that you have applied to the tables, or any other surfaces? _____
9. Have you turned OFF the Sound System and Mics and returned them to the closet? _____
10. Have you turned OFF all the lights and LOCKED all the doors? _____
11. **Have you re-set the alarm upon leaving (ONLY IF no one else is in the building)** _____
12. Did you become aware of any equipment malfunction while using the hall? Y N
 - *If yes, please explain on the back of this checklist.*
13. Did any injury or accident happen while you or your guests had use of the hall? Y N
 - *If yes, please explain in detail on the back of this checklist.*

Signed by person responsible for scheduling facility:

_____ Date: _____

PLEASE REMEMBER if you submitted a security deposit, it will be returned to you only after the hall has been checked by a parish staff member, and the above conditions have been met.

Effective 07/2016