

CHECKOUT CHECKLIST

This form must be returned to the Church Office before leaving the building.

Group/Event: _____ **Date & Time of Event:** _____

Responsible Person: _____ **Tel.:** _____ **E-mail:** _____

Church areas/rooms used: _____

Please leave all areas used in the same condition in which you found them. Please check off the following tasks as they are completed:

- Extinguish all candles and secure all matches and lighters.
- Remove or dispose of all items and equipment brought into the building for the event, including all signs, decorations, food, and beverages.
- Clean all Church items and equipment used and return to original location(s).
- Clean each area used.
- Set up each area used so that it is arranged exactly as it was before the event or otherwise as specified by the Church Office.
- If the Kitchen was used, turn off all appliances, including the dishwasher, and follow all instructions contained in the list of directions posted there.
- If the Sanctuary was used, remove from the pews all extraneous materials related to the event.
- Gather all recycling and place in the recycling bin located in the alley behind the Kitchen.
- Gather all trash and garbage and place it in the dumpster located in the alley behind the Kitchen.
- Note below and report to the Church Office (using the back of this form if more space is needed):
 - Any beverage or other spills on carpeting or other surfaces that require custodial attention:
 - Any wax drippings or spills:
 - Any problems encountered or suggestions you have relating to using the Church's facilities:
- Return borrowed key(s) to the Church Office. If the Church Office is closed, use the key drop by the Church Office.
- Turn off all interior lights *except* the light immediately inside the lower DuPont Avenue entrance and the light immediately inside the parking lot entrance.
- Lock all exterior doors and close them securely.
- Exit through the doors to the parking lot if leaving after the Church Office is closed.

Signature of Responsible Person: _____