

FACILITIES USE AFTER EVENT CHECKLIST

The following is to be completed and checked off at the conclusion of each scheduled activity and returned to the church office or the Building Supervisor.

1. ____ Pick up all trash from floors and hallways.
2. ____ Flush all toilets and empty bathroom trash used for your function.
3. ____ Vacuum and/or Sweep all areas used for your function.
4. ____ Clean kitchen areas (if used). Wash and put away all kitchen utensils and dishes. No kitchen items should be left on counter. Remove all personal items from refrigerator.
5. ____ Check and make sure all faucets are turned off.
6. ____ Carry all trash to the dumpsters and replace with new bags. Ensure trash dumpster lids are closed to avoid fee from Waste Management.
7. ____ Return all tables, chairs, equipment and decorations to their respective places and rooms.
8. ____ Remove all personal items from building. Storage of personal items is not allowed.
9. ____ Turn off all lights.
10. ____ Secure all doors by making sure they are properly shut and locked. Set the alarm.
11. ____ Return key, signed checklist, and any rented linens to church office within three business days.

Printed Name

Signature

Disclaimer: Failure to return checklist or not complete items listed above or follow guidelines will result in a possible cleaning fee and loss of future usage of facilities. Any damage to church property, equipment, furniture, etc. must be reported immediately and you are responsible to cover any costs for repair,

replacement or cleaning. TAG Church reserves the right to recover from you any cost of damages made by attendees of your event.

OFFICE USE ONLY

- Key Returned Table Cloths Returned
 Cleaning Fee Inspection Pass Inspection Failed

Reason for Failed Inspection and/or issue of cleaning fee *(If Applicable)*

Church Official Signature

Date