

## **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.

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*Signature*

*Printed Name*

**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.

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**OFFICE USE ONLY**

Cleaning Fee

☐ Key Returned

☐ Table Cloths Returned

☐

☐ Inspection Pass

☐ Inspection Failed

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Church Official Signature*

\_\_\_\_\_  
*Date*