

SAINT MICHAEL FACILITIES AFTER EVENT CHECK LIST

Please complete the check list, sign and put in the drop box outside the parish office.

If you were given a key to the facility, please put it in the drop box before you leave.

A check for your security deposit will be mailed back to you after approval from the parish office.

Clean-Up Procedures

St. Michael's will supply proper cleaning supplies and paper towel for your use.

- Proper clean-up of coffee makers, pitchers, pans and any dishes used – wash, dry and put away.
- Wash off all countertops, tables and food preparation areas.
- Proper clean-up of sinks.
- Proper clean-up of stoves, ovens and warming units. Wipe all spills.
- Remove any of your leftover items from the refrigerator and wipe down.
- Garbage from any rented space (kitchen, family center, restrooms) must be placed in plastic trash bags (provided) and placed in the dumpster located outside behind the storage room.
- Remove all empty beverage containers from the premises.
- Floors must be swept and mopped, spills cleaned up and carpet vacuumed. (kitchen, bar area, hall, and gym floor)
- Tables and chairs must be wiped down and be set up or returned to storage area according to the way they were when you arrived.
- All decorations must be removed.

Final Inspections

- Report any damage to the Parish Office (write on the back of this form)
- Make sure the stove, oven and exhaust hoods are turned off (if used)
- Unplug all electrical equipment used.
- Check all restrooms/stalls to see that they are in proper order (flush toilets, pick up paper)
- Turn off all lights in hall. The lights for the carpeted area and bathroom areas are on a motion sensor and will go off automatically. The gym lights are turned off at the breaker in the kitchen. The kitchen lights are controlled with a switch by the door.
- All doors and windows must be checked and locked prior to leaving.

Any articles, food, etc. left at St. Michael's Church will not be the responsibility of St. Michael's Church and will be disposed of and billed for clean-up.

In general, the facilities are to be left in the same condition as they were found. Any excessive cleaning needed to be done by the Parish Maintenance Staff and will result in a \$50.00 per hour charge that will be deducted from the security deposit or billed to the renter. The renter is responsible for any/all damages and repairs. Property damage is included with the special events insurance (\$250 deductible).

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- I have completed the clean-up procedures and final inspections.

Renter Signature: _____ Date: _____