

FACILITY CHECKLIST
DUE WEST UNITED METHODIST CHURCH
(To be completed and returned to the church office after EACH event)

Event Name: _____

Event Date: _____

Contact Person: _____

Daytime Phone: _____ Evening Phone: _____

Staff Coordinator: _____

Checklist:

1. _____ The room tables and chairs have been returned to original locations.
2. _____ All equipment used to be returned to proper location. i.e.: balls, nets, carts, TV units including remote controls and cables, cleaning supplies etc...
3. _____ Floors are clean and all litter or trash disposed of. Food and/or wet trash must be placed in an outside dumpster / receptacle.
4. _____ Appliances used should be left cleaned and turned off. (Pilot lights in FLC kitchen remain lit even when stove is off)
5. _____ Counters, sinks and cabinet tops should be washed / wiped clean.
6. _____ Dishes, pots and pans and other kitchen utensils should be cleaned and returned to original location.
7. _____ Check Restrooms and turn off lights.
8. _____ Lights are turned off.
9. _____ Doors are locked.
10. _____ Any problem with the use of the facility or damage has been reported to church staff.

Comments: _____

**Please leave the facility in the same or better condition than when you entered.
Failure to comply with the Facility Usage Policies will result in a revocation of future use
privileges. An additional fee may be charged to cover damage or heavy cleaning.**

Signature: _____

Facility checked and signed off by staff: _____