

Holy Family Parish Facility Clean-Up/Lock-up Checklist

Group Name: _____

Date of Event: _____ Community Center or _____ Youth Hall

Person Responsible for Clean-up/Lock-up: _____

Cell phone _____ Email _____

This Form is to be provided at reservation approval time and also explained and provided at the time keys are issued.

PLEASE INITIAL each item below AFTER completion.

Community Center

- _____ Spills on tables and/or chairs, are cleaned up.
- _____ Tables & Chairs are returned to appropriate racks and designated storage areas.
- _____ Coffee Maker & Pots are empty, clean, and unplugged. (If portable, stored away.)
- _____ Counter Tops are clean.
- _____ Dishes, Utensils, Pots & Pans are washed, dried, and returned to drawers/cabinets.
- _____ Refrigerator, Freezer, Stove and Oven are clean from spills.
- _____ Stove & Oven are turned off.
- _____ Warmer Oven is clean of spills, empty of trays/pans.
- _____ Warmer Oven is **turned off; water has been replenished in the upper water drawer inside of warmer.**
- _____ **No left over food** from your event remains in the refrigerator, freezer, or Kitchen.
- _____ All garbage can liners have been replaced and garbage bags (and cardboard) placed into the dumpster.
- _____ Floors in Community Center & Kitchen areas have been swept of debris, and spills wiped up.
- _____ Windows are Closed, Lights are Turned Off, and All Doors are Locked.

Sound Room

- _____ AV System is Turned Off (See instructions on Sound Room Wall).
- _____ Microphones are in protective pouches and returned to Microphone Drawer.
- _____ Microphone Cords are coiled and hung neatly.
- _____ Microphone stands are all returned to Sound Room.
- _____ Door to Sound Room & Stage is Shut & Locked.

Youth Hall

- _____ Spills on Tables, Chairs, and/or Floors are cleaned up.
- _____ Tables & Chairs are returned to designated storage areas.
- _____ Coffee pots are empty, clean, unplugged and put away.
- _____ Counter Tops are clean.
- _____ Dishes, utensils, pots & pans are washed, dried and returned to drawers/cabinets.
- _____ Refrigerator, freezer, stove & oven are clean of spills.
- _____ **No Leftover Food** from your event remains in the Refrigerator or Kitchen.
- _____ Garbage Can Liners are replaced and garbage bags (and cardboard) placed into dumpster.
- _____ Floor is swept of debris, and spills wiped up.
- _____ Exterior Bathroom Doors are Locked.
- _____ Windows are Closed, Lights Turned Off, and All Doors are Locked.

Please Return Keys and this List to the Office before departing the grounds after your event.

I understand and agree to leave the facility as requested above. _____
Signature & Date

OR, I have pre-paid \$250 for professional cleaning of the facility. _____
Signature & Date