

Hinsdale Seventh-day Adventist Church

FACILITY-USE CHECKOUT PROCEDURE

Contact Person _____ Phone _____

Event _____ Date _____

Room/s _____

WORSHIP ROOMS - FELLOWSHIP HALL

	Clean and put away materials / decorations used for your activity
	Clean furniture and equipment used (return to original site)
	Remove surface stains, including carpet (use remover under sink)
	Clean / vacuum floors (see Custodian for vacuum cleaner use)

KITCHEN / COMMON AREAS

	Supply your own paperware (plates, cups, plasticware, napkins)
	Clean and put away all dishes, glasses, silverware, and serving items
	Clean refrigerator and freezer fronts, microwaves, stovetops
	Turn off pilots and faucets
	Do not leave any food items
	Sweep and mop kitchen floor

FINAL

	Place trash in garbage bags and take to dumpster outside of facility
	Replace garbage can liners
	Launder kitchen towels/cloths (return to Church Office by next workday)
	Turn lights off where used (all rooms, foyers, restrooms, hallways)
	Secure tightly and lock entry and exit doors as well as windows

REPORT ANY PROBLEM TO THE CHURCH OFFICE IMMEDIATELY

**Security Deposit will be forfeited if the facility is not left as clean and orderly as found
Before leaving premises, present this form to the Church Office for inspection**

For Office Use Only	
Inspection by _____	Date _____
Comments _____	