

Holy Family Church Parish Hall Checklist

Please complete this checklist, as you get ready to leave the Parish Hall and kitchen. This is to ensure that you have addressed all the items when you are done.

Ministry _____

Event Coordinator _____

Event Date _____

- | | Yes | N/A |
|--|-------|-------|
| 1. Clean and put away all tables in the closet (hall key). | _____ | _____ |
| 2. Stack away all chairs in the NE closet (hall key). | _____ | _____ |
| 3. Remove all decorations hung on the walls (including all staples and pins). | _____ | _____ |
| 4. <u>Remove any left over food/beverage from the hall/kitchen</u> | _____ | _____ |
| 5. Do not leave anything in the refrigerator | _____ | _____ |
| 6. Wash, dry, and put away all coffee carafes, pitchers, and trays | _____ | _____ |
| 7. Wipe off counters. | _____ | _____ |
| 8. Clean coffee maker. | _____ | _____ |
| 9. Mop up any spills in the hall or kitchen. | _____ | _____ |
| 10. The floors are clean of trash and/or swept. | _____ | _____ |
| 11. The bathrooms have been swept, trash has been picked up and trash cans emptied. | _____ | _____ |
| 12. Put all trash bags from the hall and kitchen into the outside dumpster. There is an additional dumpster behind the Church. <i>(do not drag bags, use dolly if necessary)</i> | _____ | _____ |
| 13. The lights in the hall and kitchen are turned off. <i>(There are two emergency lights in the kitchen that do not turn off)</i> | _____ | _____ |
| 14. Turn off the microphone and the sound system. | _____ | _____ |
| 15. All items brought into the hall/kitchen <u>are removed</u> . | _____ | _____ |
| 16. All the doors are locked. | _____ | _____ |
| 17. Saturday evening events must set up for Continental Breakfast
<i>(Check with Pastoral Office front desk for details)</i> | _____ | _____ |

Print Name _____ Signature _____

Closing time _____ Phone Number _____

Thank you for your cooperation.

Please return this sheet along with the keys to Pastoral Center to Patricia Plescia. If the office is closed please drop in the Pastoral Center's outside mail drop box. Thank you