

St. George Church Hall

ENTRY CHECKLIST

- _____ 1. Hall is presently clean and ready to occupy after 2:00pm on school days.
- _____ 2. Brooms and mops are in the closet near the east exit.
- _____ 3. Restrooms are clean & ready, supplies are stocked. Extra supplies are on the shelf above the phone.
- _____ 4. Demonstrate unlocking and propping open of outside doors. No door will be chained closed.
- _____ 5. Key given to renter will open kitchen, east and west outside door, and trash can/cooler closet (please keep trash can/cooler closet locked at all times to prevent anyone from going upstairs).
- _____ 6. If you want heating/air conditioning, you must see the Rectory.
- _____ 7. Please replace drop ceiling back into the grid in the hall after hanging decorations.
- _____ 8. Do not fold bench legs up, stack in chair room unfolded.
- _____ 9. Do not attempt to adjust heating or air conditioning thermostats.
- _____ 10. Check the hall out before accepting the keys for it.
- _____ 11. If you move the milk cooler, insure it is plugged in.
- _____ 12. When stacking tables on table racks, put tops facing down to reduce damage.
- _____ 13. When putting chairs on chair rack, hang them so the bottom of the chair is facing in.
- _____ 14. Chairs are unfolded using both hands. Use of legs to kick chairs open, may invert legs causing damage.
- _____ 15. Follow the checklist below to insure the return of your deposit.
- _____ 16. Any problems call 897-2293.

CLEANING CHECKLIST

- _____ 1. Sweep the entire hall and restrooms.
- _____ 2. Wet mop entire hall using hot water only (no soap) & keep water in the bucket clean.
- _____ 3. Empty trash in hall, kitchen, and restrooms and put all trash cans (except kitchen & restroom) and coolers back in closet.
- _____ 4. Put all tables back as shown on cafeteria layout on the broom closet door.
- _____ 5. All decorations must be removed to include any tape or string on walls, ceiling, or tables.
- _____ 6. Pick up trash around parking lot.
- _____ 7. Put brooms, mops, buckets, etc back in closet in an orderly fashion.
- _____ 8. Take all trash to the dumpsters on the east side of the parking lot.
- _____ 9. The chair racks, table racks will be stored back in the chair room in an orderly fashion. Do not have loose chairs in the room. All chairs will fit on the chair racks.

THE HALL WILL BE INSPECTED BY A PARISH OFFICIAL AFTER RENTERS HAVE COMPLETED AND SIGNED THE CHECKLIST TO ENSURE THE HALL IS RETURNED TO ITS APPROPRIATE ARRANGEMENT. RENTERS WILL BE GIVEN AN OPPORTUNITY TO CORRECT PROBLEMS FOUND. ONCE THE PARISH OFFICIAL SIGNS OFF ON THE CHECKLIST, THE DEPOSIT WILL BE RETURNED.

Signature of Renter

Date

Signature of Parish Official

Date