

## **CHECKLIST/INVENTORY LIST FOR FACILITY USE**

- Number of chairs available \_\_\_\_\_
- Condition and location of chairs prior to event
- Condition and location of chairs following event
- Number of tables available \_\_\_\_\_
- Condition and location of tables prior to event
- Condition and location of tables following event
- Condition of floor prior to event
- Condition of floor following event
- Bathrooms – cleaned and trash emptied
- Kitchen – cleaned and trash emptied
  - Stove – cleaned, if used
  - Refrigerator – cleaned, if used
- Trash cans cleaned out and trash bags hauled out to dumpster following event
- Condition of parking area and/or lawns prior to event
- Condition of parking area and/or lawns following event (no trash or other debris left on ground.)
- Donation for the Church cleaning lady if the above checklist is not fully completed to the best of your ability, leaving the facilities in the same or better condition than you found them in.