

**ST. JOHN'S CHURCH  
FACILITIES USE – CLOSING CHECKLIST**

Please use this list to guide you in your effort to return the facility used by your group to the condition in which you found it. We hope you found our facilities suited to your use and we appreciate your help in keeping them fit for the next user.

\_\_\_\_\_ Chairs and other furnishings are returned to locations where you found them.

\_\_\_\_\_ Area is clean of debris, spills, and paper.

\_\_\_\_\_ Floors are swept.

\_\_\_\_\_ Restrooms are neat.

\_\_\_\_\_ Room(s) are in neat order.

\_\_\_\_\_ Windows are closed and locked.

\_\_\_\_\_ Lights are off.

\_\_\_\_\_ Doors are locked AND checked.

If either kitchen was used:

\_\_\_\_\_ All pots, utensils and any other items are washed and returned to their proper places.

\_\_\_\_\_ All appliances are turned off.

\_\_\_\_\_ All countertops and sinks are thoroughly cleaned.

\_\_\_\_\_ Refrigerator is empty of all foods brought by group.

Name/Title of Lessee: \_\_\_\_\_

Name of Adult Completing Check List: \_\_\_\_\_

Telephone Number: Day \_\_\_\_\_ Evening \_\_\_\_\_

Completed checklist should be returned (with key, if applicable) to church office during the first business day after your use.

**NOTE: SECURITY DEPOSIT WILL NOT BE RETURNED UNTIL THIS  
FORM IS COMPLETED AND RECEIVED BY ST. JOHN'S CHURCH**