



CHURCH CLOSING CHECKLIST

KITCHEN – if used

- Take with you any food or trash generated by you including recycling
- Range, microwave, countertops and refrigerator clean
- Coffee and water pots emptied
- Floor swept
- Oven and range controls OFF
- Dishes washed, dried, & stored
- Lock windows and door
- Hang dishtowels over sink to dry or place in hamper under sink

BATHROOMS

- Floors clean
- Toilet and fixtures functioning
- Windows locked
- Wastebaskets emptied
- Lights and fans off

RELIGIOUS ED ROOMS – if used

- Carpet clean
- Toys/supplies stored
- Lights off

SANCTUARY

- Floor swept
- Chairs and tables arranged as they were (unless prior alternate arrangements made)
- Window sills clear (no coffee cups, etc)
- Doors and Windows locked --- check doors physically, not just visually to be sure they're shut
- Piano covered and locked
- Lights off
- Check for any belongings People leave all sorts of things!

LOCK THE FRONT DOOR AS YOU LEAVE!

We hope you enjoyed the use of our church facilities!

Please use the back of this form to let us know how everything worked for you, and if there were any problems. Please indicate any breakages or losses.

Thank you!

RENTER: _____

RENTAL DATE _____