

Goodfield Apostolic Christian Fellowship Hall Check List

RESERVED FOR: _____
Name Address

Phone #: _____ Date: _____

Function: _____

KITCHEN

- _____ Place dishes in designated areas
- _____ Wipe out sinks
- _____ Coffee Maker (clean out stem area very well!)
- _____ Wipe off counter and stove tops (clean spills in the oven)
- _____ Empty wastebaskets and put in clean liners
- _____ Make sure all appliances are turned off
- _____ Make sure all utensils and appliances are not removed from kitchen
- _____ Put dirty dish towels and dish cloths in the laundry basket
- _____ Put tablecloth and skirting in laundry basket. If skirting is not soiled, hang back up
- _____ Dry clean and return any other tablecloths. Please return within 3-5 days
- _____ Use plastic runners by the serving tables and wipe off after use

ASSEMBLY

- _____ Return tables and chairs to designated storage area
- _____ If speaker system is used, turn off
- _____ Sweep carpet

REST ROOMS

- _____ Check that all toilets are flushed
- _____ Empty wastebaskets and put clean liners in

GENERAL

- _____ Any supplies brought in by renters, such as dishes, food, books, etc. should be taken home
- _____ Please return all thermostat settings to "auto" and the heat to 65 degrees or A/C to 80 degrees
- _____ Take all garbage to the dumpster in the fenced area by the church
- _____ Be sure all doors are locked (front door can be locked in 2 separate ways: the allen wrench under the handle, and the key in the lock)

Please leave the Fellowship Hall in same order as you found it so that the next person can enjoy the facilities.

Please report any damage/broken items when returning the key

PLEASE MAKE CHECKS PAYABLE TO GOODFIELD APOSTOLIC CHRISTIAN CHURCH (PUT "FELLOWSHIP HALL" ON CHECK MEMO) AND RETURN WITH KEY AND CHECKLIST UPON LEAVING THE FELLOWSHIP HALL TO SAUDER'S MAILBOX. THANK YOU!

TOTAL DUE: _____

Comments: