

ST. POLYCARP CHURCH



HALL CHECKLIST

To be completed when using Mother Drexel Hall/Kitchen.

DATE OF EVENT
ORGANIZATION/MINISTRY
PERSON IN CHARGE

Check List before leaving.

Condition of the Kitchen/Hall

Please check where applicable following use of the hall.
Kitchen counters and sink cleaned
Gas turned off
Tables cleaned
Floor spot swept/mopped
Windows/blinds closed
Air/heat turned off
Trash taken to dumpster
<small>*If it is a small function, please use only one trash can.</small>
Hall set-up returned
Food in refrigerator taken or marked with date and name of group.
Lights off
Doors locked

Before Use	Before Leaving

Please complete all of the above tasks.

Another group may be using the hall after you!

*All hall doors must be unlocked during an event, meeting, etc., in accordance with Fire Regulations.

*We Recycle. Please use proper receptacles.