***St. Thomas Facilities Use Pre-Walkthrough Checklist***

**Date: ­­­­­**

**Name of Organization, Point of Contact & Phone:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parish Hall:**

Set tables and chairs in the location in which you found them

Sweep floor

Wipe all tables and brush off chairs

Do not adjust AC/Heating thermostats

Note: Verify the usage time of the event so the church can regulate the AC/Heating thermostat.

**Kitchen:**

Provide your own pots, pans, dishes, cups & utensils (church coffee pots may be used)

Ovens, stoves tops and water must be turned off

Clean off and wipe counters

Sweep the floor

Clean out mesh sink strainers

Wipe out sink and any spills

Do not use the dishwasher

Do not leave leftovers from this event in the refrigerator

**Restrooms:**

Turn off the lights and exhaust fans

Close water taps tightly

Gather trash and throw away outside with the Robinson Parish Hall’s trash

Sweep floors

Wipe sinks as needed

**Trash:**

Bag trash from all rooms including the items from restrooms

Deposit trash into the trashcans located by the gates at the Caroline Street brick wall

**Summary Procedures to Secure the Building:**

For fire code compliance, all inside doors must be left closed

Exit doors must not be blocked

Close water taps tightly

Turn off all lights

Remove All Trash

Lock all doors

**Comments or Pre-Existing Conditions Identified:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event/Group Representative**

**\_\_\_\_\_\_\_\_\_\_\_\_\_Pre-Event Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ St. Thomas’s Representative**

**\_\_\_\_\_\_­­\_\_\_\_\_\_\_Pre-Event Date**

***St. Thomas’s Facilities Use Post-Walkthrough Checklist***

**Date:**

**Name of Organization, Point of Contact & Phone:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parish Hall:**

Set tables and chairs in the location in which you found them

Sweep floor

Wipe all tables and brush off chairs

Do not adjust AC/Heating thermostats Note: Verify the usage time of the event so the church can regulate the AC/Heating thermostat

**Kitchen:**

Provide your own pots, pans, dishes, cups, and utensils (church coffee pots may be used)

Ovens, stoves tops and water must be turned off

Clean off and wipe counters

Sweep the floor

Clean out mesh sink strainers

Wipe out sink and any spills

Do not use the dishwasher

Do not leave leftovers from this event in the refrigerator

**Restrooms:**

Turn off lights and close water taps tightly

Gather trash and deposit in trashcans outside with the Robinson Parish Hall trash

Sweep floors

Wipe sinks as needed

**Trash:**

Bag all trash from all rooms including the items from restrooms

Deposit trash into the trashcans located by the gates at the Caroline Street brick wall

**Summary Procedures to Secure the Building:**

For fire code compliance, all inside doors must be left closed

Exit doors must not be blocked

Close water taps tightly

Turn off all lights

Remove All Trash

Lock all doors

**Comments or Identified Issues during Post-Walkthrough:**

**Deposit to be Returned:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event/Group Representative**

**\_\_\_\_\_\_\_\_\_\_\_\_\_ Post- Event Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ St. Thomas’s Representative\*\***

Signing this line of the checklist signifies that the security deposit will be released

OR:

**Vestry Decision Required prior to Deposit Release:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ St. Thomas’s Representative\*\***

Signing this line of the checklist signifies that the vestry will need to meet to make a decision regarding the security deposit

**\_\_\_\_\_­\_\_\_\_\_\_­\_\_ Post-Event Date**

**\*\* MUST be the SAME person as the Pre-Walkthrough Checklist**