ST. MARGARET'S EPISCOPAL CHURCH
FACILITY RENTALS – INSPECTION CHECKLIST

Main Contact: _____   Cell Phone: _____

Room(s) Used: _____   Date: _____

Event Start time: _____   Event End Time: _____

The rental applicant is responsible for cleaning the room(s) upon the conclusion of the event in accordance with the rules and regulations set forth in the *Guidelines for Facility Rental* booklet and the checklist below which is provided to assist you in cleaning. You must be cleaned up and out of the facility by the designated time on your *Rental Request and Agreement Form*. There should be NO CLEAN-UP required by St. Margaret's, or you will be charged for additional rental and clean-up fees for any additional time used. (NOTE: 1 – 60 minutes = 1 hour) Clean-up will normally take one hour depending on the room(s) used and the number of guests, etc.

Complete a walk-through AFTER the event with St. Margaret's On-Site Monitor. Indicate with a checkmark that you completed the required service or indicate that the area does not apply by marking "N/A" in each of the following areas:

☐   Collect all garbage, compost, and recyclables from inside and outside the facility, place in bags provided, and deposit in the appropriate dumpsters located in the parking lot.

☐   Clean all counters, tables, and sinks with disinfectant spray and clean towel.

☐   Clean Microwave/Refrigerator/Oven/Cooktop of all food spills inside and out.

☐   Clean all floors (sweep and mop with clean hot water or vacuum carpet as needed.)

☐   Properly store and clean all equipment making sure it is in working order.

☐   Remove all decorations (including tape used to secure them.)

☐   Remove all personal belongings from the facility.

☐   Comments _____

_____

After satisfactory inspection of the facility, the Security Deposit paid will be refunded within 30 days. Damages to facility and/or equipment will be assessed based upon repair or replacement costs. If costs exceed Security Deposit an invoice will be submitted to collect remaining damage.

I have completed a walk-through of the facility and performed the tasks stated above. Everything has been left in good order, as it was found, except as noted above. By our signatures below, we acknowledge the cleanliness and condition of the facility after the rental group's event.

Renter Sign-out Signature: _____ Time-Out: _____

St. Margaret's On-Site Monitor Signature: _____