

Post Event Building Checklist and Evaluation Form
(To be completed and returned to church office **after** each event)

Event Name: _____

Event Date & Time: _____

Event Coordinator: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

We ask that you leave the church in the same or better condition as when you entered. Failure to comply with the facility usage policies will result in a revocation of future use privileges. A fee may be charged to cover any damage or needed heavy cleaning.

Post-Event Checklist:

1. _____ Tables and chairs returned to original location
2. _____ All equipment and cleaning supplies, etc. used returned to proper location
3. _____ Floors cleaned (vacuumed where needed)
4. _____ Trash bagged, tied, and disposed of in outside dumpster
5. _____ Recyclables placed in proper bin in kitchen
6. _____ Stoves cleaned and turned off (large gray box to right of stoves returned to off position)
7. _____ All small electronic appliances (Keurig machines, coffee pots, etc.) unplugged
8. _____ Cabinets, sinks, and countertops wiped clean
9. _____ Any unused food removed or discarded
10. _____ Dishes, pans, utensils, and small appliances cleaned and returned to storage areas
11. _____ Restrooms lights turned off
12. _____ All lights in building turned off
13. _____ All exterior doors locked (main and lower level)
14. _____ Gym/sanctuary and kitchen doors closed
15. _____ Heat or A/C cancelled if activated for your event
16. _____ Any problems with functioning of the building or damages incurred reported to office administrator

Feedback:

Was your event a success? _____

Did you experience any conflicts with others or issues while using the building? _____

Other comments: _____

Signature of person completing form: _____ Date: _____

Signature of PCF event coordinator: _____ Date: _____

Building checked and signed off by staff: _____ Date: _____