



Immaculate Conception Catholic Church

Facilities Reservation Checklist

Please make sure the following things have been done before exiting the facilities. Check off items and return to box in Volunteer Work Room or De Sales Faith Formation Center

Ministry/Contact _____ Telephone: _____

Please initial:

- ____ 1. All room(s) in the facilities have been left in good condition. All furnishings have been returned to their original setting. (Remember someone is using these rooms on a regular basis and they need the rooms set up as you found them. Notify the office if furnishings or equipment are in need of repair.)
- ____ 2. All lights are out in areas used and in the restrooms. Dimmer switches are completely pushed down. (Listen for click).
- ____ 3. All food and materials have been removed. Trash has been emptied to large bins in hallway or taken out to dumpster (if applicable). Place clean bags in emptied bin. Trash bags are located in utility closets in the hallway in De Sales Center and in the metal cabinet in the hallway utility closet.
- ____ 4. All equipment has been turned off and returned to the proper closet/room.
- ____ 5. The security system has been set (if applicable).
- ____ 6. All doors are locked (if applicable). Check to see if you are last group exiting building.

Please note any problems or repairs needed and report anything unusual or suspicious

Suggestions for improvement _____

Additional copies of this form are available in Volunteer Work Room and at the Reception Desk at the De Sales Faith Formation Center.