

**WESTSIDE UNITARIAN UNIVERSALIST CHURCH POLICIES AND PROCEDURES**  
**RENTERS POST-FUNCTION CHECKLIST**

**SECTION 2**

For all renters

- All areas used are cleared, trash picked up, and garbage removed.
- All chairs are returned to original places
- Air conditioning system returned to original settings
- All lights turned off
- Doors securely locked

For renters using kitchen

- All counters are clear, clean, and in same condition as found upon arrival
- All dishes washed, dried, and put away according to posted instructions
- All equipment is cleaned and dried
- All trash is bagged and taken away
- Kitchen floor is swept and cleared
- All food is removed from premises
- All dirty dishcloths and towels are put in appropriate receptacle
- Recyclable items placed in recycling bins

Return Key and Checklist

- Key and completed checklist is returned through the mail slot after locking door.

Signature of Responsible Party \_\_\_\_\_

Responsible Party Day Phone \_\_\_\_\_

Responsible Party Evening Phone \_\_\_\_\_

- Organization \_\_\_\_\_