



Westside Unitarian  
Universalist Church  
901 Page Ave.  
Fort Worth, TX 76110

## WUUC Policies and Procedures

<b>Title</b>	Renters Post-Function Checklist
<b>Number</b>	B.1.2
<b>Purpose</b>	Establish Post-Function Checklist for Rental of Church facilities.
<b>Scope</b>	This policy will apply to rental of any church facilities.
<b>Definitions</b>	None
<b>References</b>	B.1 Building Use Policy
<b>Appendices</b>	None
<b>Author</b>	Building and Grounds Committee
<b>Approval Dates</b>	Origination: Unknown Last Revision: 5/2012 Last Reviewed: Next Review Date: 6/1/2019

### Renters Post-Function Checklist (See Next Page)

## B.1.2 Renters Post-Function Checklist

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\_\_\_\_\_