

Church of the Assumption  
Facility Use Check List Visiting Organizations

Name of Organization \_\_\_\_\_ Today's Date \_\_\_\_\_

Name of Representative \_\_\_\_\_

Email address: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Date of event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

NOTE: to help other groups who may have meetings at the same time as yours, please notify your meeting/group members about the time and room of your event.

ORIENTATION TO FACILITY

- \_\_\_\_\_ Location of lights
- \_\_\_\_\_ Location of tables and chairs
- \_\_\_\_\_ Location of First aid kits
- \_\_\_\_\_ Do basketball hoops need to be up or down? \_\_\_\_\_
- \_\_\_\_\_ Stove on or off? \_\_\_\_\_
- \_\_\_\_\_ Operation of stove fan and light
- \_\_\_\_\_ What outside doors will be used?
- \_\_\_\_\_ Signage? Where?
- \_\_\_\_\_ Location of can liners
- \_\_\_\_\_ Location of brooms, mops, and vacuum
- \_\_\_\_\_ Location of dumpster
- \_\_\_\_\_ Location of Automatic External Defibrillator (AED)
- \_\_\_\_\_ Location of Bathrooms
- \_\_\_\_\_ Hear? Air?
- \_\_\_\_\_ Location of lists of emergency numbers to call (Jim Robinson's cell is 749-4991)
- \_\_\_\_\_ In case of medical emergency, call 911, then call Jim Robinson

CHECK LIST FOR CLEAN UP

- \_\_\_\_\_ Check for spills on floor
- \_\_\_\_\_ Do floors need sweeping?
- \_\_\_\_\_ Take trash to dumpster.
- \_\_\_\_\_ Put new can liners in barrels
- \_\_\_\_\_ Wash and put away kitchen items
- \_\_\_\_\_ Put away chairs and tables
- \_\_\_\_\_ Vacuum rugs if necessary
- \_\_\_\_\_ Lights turned off
- \_\_\_\_\_ Keys returned to location

Sponsoring Staff Member \_\_\_\_\_

Staff Member Giving Orientation \_\_\_\_\_

SIGNATURE OF VISITING

ORGANIZATION REPRESENTATIVE: \_\_\_\_\_