

HOLY CROSS HALL

Building Maintenance Form Holy Cross Parish Users

Before leaving, User is responsible for the following:

KITCHEN AND BAR (only authorized persons allowed in the kitchen – NO CHILDREN PLEASE!
Users must provide own dish towels, scouring pads, sponges, etc.)

- Clean all sinks. Run disposal. Clean out dishwasher, dump debris basket, leave open.
- Clean and dry all counter tops, steam table, etc.
- Wash, dry and put away dishes, glasses, pots, pans, etc. in properly marked spaces in pantry.
- Sweep floor (brooms/dustpans in utility closet in kitchen).
- Take out all trash and recycling items to dumpster and/or recycling bins.
- Line trashcans with plastic liners (located in farthest back storage room at kitchen end).
- Clean and empty refrigerator, freezer and storage racks.
- Turn off and clean thoroughly grill, stove and oven.
- Clean bar area, including sinks, counters, walls if splashed, etc. Take out trash.

HALL

- Remove all table coverings, **wipe off and wash tables.**
- No nails, tacks or tape on walls, windows or doors (ever, anywhere, anytime).***
- Decorations limited to tables only (and removed after event).
- Pick up litter in restrooms.
- Vacuum carpet. Vacuum is in storage room at kitchen end of hall. Put vacuum away.
- Lock all doors. Be sure to check ALL doors to ensure they are locked.

User Name _____ Date of event _____

User signature _____ Type of event _____

Number of participants _____ Hours of event _____

- ❖ **All youth activity must have responsible adult chaperones.**
- ❖ **CHILDREN MUST BE SUPERVISED AT ALL TIMES.**
- ❖ Microphones and cords are in locked storage closet in ladies room, & are available with permission only.
- ❖ No hall property is ever to leave the premises.