

Immaculate Heart of Mary Church  
Cleanup Checklist For Parish Hall/Rectory Use

**Responsible Person for use of the hall:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Space Used:** \_\_\_\_\_

**Date of Use:** \_\_\_\_\_

	Pre-Use	Post-Use
Floors swept/vacuumed	_____	_____
Hall/Kitchen floor spot mopped	_____	_____
Tables	_____	_____
Chairs	_____	_____
Set up as requested	_____	_____
Appliances wiped down	_____	_____
Counters	_____	_____
Trash to dumpster	_____	_____
Outside trash to dumpster	_____	_____
Moved items returned	_____	_____
Remove food & drink brought in	_____	_____
Decorations	_____	_____
Lights	_____	_____
Exterior doors secured	_____	_____

Pre-Use cleanliness agreed upon:

\_\_\_\_\_

Responsible Person

\_\_\_\_\_

Immaculate Heart of Mary Representative

Post-Use cleanliness agreed upon:

\_\_\_\_\_

Responsible Person

\_\_\_\_\_

Immaculate Heart of Mary Representative