

Holy Trinity Episcopal Church

Wolston Hall Request Form & Cleanup Checklist v24

RESPONSIBLE AND REQUESTING PARTY (MUST BE THE SAME):

Name, Phone, Email, Address, Name of Organization, Describe your Event, Number of Attendees, Number of Attendees under 18, Today's date

if 1-TIME EVENT:

Date, Day of Week, Start Time\*, End Time\*

\* 4 hours max. Include set-up & clean-up time.

if RECURRING EVENT:

First Date, Day of Week, Start Time\*, End Time\*

\* 4 hours max. Include set-up & clean-up time.

Frequency (or list all dates), Exceptions to Meeting Dates

- Will you move tables and/or chairs? Will you use oven(s), stove(s), &/or microwave? Will you serve food? Are you currently certified in "Safeguarding God's Children?"

(initials) I understand that Holy Trinity does not have staff who clean Wolston Hall. (initials) I understand that Wolston Hall is professionally cleaned only 1x/week. (initials) I have read the Cleanup Checklist on the next page and will abide by these instructions, should my application be approved.

Full Name, Date

## CLEANUP CHECKLIST

### EMPTY TRASH

- ▶ All trash bags are to be ***tied*** and disposed of in the locked dumpster behind Wolston Hall.
- ▶ Replace each used trash bag with a new one. (*located in back kitchen, in the second closet to the left*)
- ▶ The key for the dumpster is in the back kitchen, on a hook by the back exterior door, marked "KEY FOR DUMPSTER LOCK"

- Kitchen can
- 2 cans in Wolston Hall
- \* 4 restrooms *if your Saturday event has more than 40 people.**

### DISHWARE & PLATTERS

- Wash, dry, and put away all items.
  - ▶ Do not leave anything in the sink or drying tray.

### SINKS

- Remove food debris from sink(s).
- Leave no dishes in the sink.

### SURFACES: If used clean:

- Counter tops
- Table tops
- Stove
- Microwave
- Coffeemaker
- \_\_\_\_\_

### TABLES & CHAIRS

- Place chairs and tables according to the diagram on the door
- Put extra chairs and tables in the closet by the front door.

### FOOD

- Bring all your food and beverages home with you.
- No food/drink/etc. is left behind.

### APPLIANCES

- Turn off coffee maker
- Turn off warming tray
- Turn off oven
- Turn off stove

### FLOORS

- Sweep up debris caused by guest food, shoes, activities, etc. (*broom is in the back kitchen, in the closet on the left marked **CLEANING AND OPPSY ITEMS, BROOMS, SWABS, MOPS, ETC.***)
- Green Swiffer mop is in the pantry, hanging behind the door.
- Swiffer disposable cleaning pads are on the shelf in the pantry.

### LIGHTS OFF

- Restroom 1
- Restroom 2
- Restroom 3
- Restroom 4
- Hallway to pavilion
- Hallway to side door
- Back kitchen
- Pantry
- Main kitchen
- Wolston Hall by front door
- Wolston Hall overhead lights by phone in hallway

### LOCK DOORS

- Back door by restrooms
- Back door by back kitchen
- Side door
- Front door
- I have ensured that all doors are locked.
- I am the last one to leave Wolston Hall.

### COMPLETED FORM

Return form & clipboard to the magnetic hook on the refrigerator.

\_\_\_\_\_  
*Sign your name & date*