

<h1>CHURCH CENTRE</h1> <p>52 WOODBOROUGH ROAD, WINSCOMBE, BS25 1BA</p>	<p><b>CHECKLIST FOR HIRERS</b></p>
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Hirer/Organisation .....

When you leave please confirm that

- If required you can provide a list of names and contact details of attendees
- The upholstered chairs have been returned to their normal storage positions
- The GOPAK tables used are clean and have been replaced on the trolley
- The Plastic Chairs and tables that you have used are clean and have been returned to their normal storage positions
- The Toilets, hand washing facilities and the paper towel bins have been checked and are acceptable for the next hirers
- If you have used the kitchen it has been cleaned, and any of the appliances used have been turned off, emptied, and left acceptable for the next hirers
- If you opened the high level windows they have been closed
- Your waste has been removed
- All external doors have been closed and locked
- THE GAS SPACE HEATERS HAVE BEEN TURNED OFF
- *Please tick as appropriate*

**Please leave our Church Centre as you would wish to find it**

Name (Please print in Block Letters) .....

Signature .....

Date ..... Time .....

Thank you for your cooperation