

Checklist for Hirers of Parish Rooms

CHECKLIST FOR HIRERS OF PARISH ROOMS. In order that the Parish Rooms can be kept in good condition for all, would Hirers please do the following at the end of each hire:

- Please ensure that the Parish Rooms floor is left in good condition (ready for the next user). Sweep or mop the floor to remove any crumbs etc. (Cleaning equipment will be found in the cleaning cupboard).
- Make sure tables are clean before being put away, and put away tables and chairs where you found them.
- Check that all taps in the lavatories and kitchen are turned off, make sure the lavatories are clean, that the refrigerator and microwave are empty and clean if you have used it. All disposable cups, plates etc. that you have used are taken away.
- Please bring your own bin bags and take away with you especially if they have food remains. Other rubbish should be properly sealed and put in either the black bin or grey bin, as appropriate.
- Please note any comments you may have in the visitors' book in the kitchen.
- When you leave, check that all windows and doors are closed.
- Switch off all the lights and the water heater if you have put them on.
- Return the key