

**Facility Use Follow-Up Checklist**

**Form 7510 F3**

|  |  |
| --- | --- |
| Event Date & Time: |  |
| Event Title: |  |
| Room(s) Used: |  |
| Contact Person & Email: |  |

**Please let us know how the facility looked when you arrived:**

|  |  |
| --- | --- |
| 🔾Yes 🔾 No 🔾 N/A | **Coffee Pots:** Emptied, rinsed, and turned off |
| 🔾Yes 🔾 No 🔾 N/A | **Windows & Doors:** Closed and locked  |
| 🔾Yes 🔾 No 🔾 N/A | **Lights:** Turned off  |
| 🔾Yes 🔾 No 🔾 N/A | **Bathrooms:** Clean and supplied adequately. |
|  | **If No, please explain:**  |
| 🔾Yes 🔾 No 🔾 N/A | **Room Setup:** Set up was as expected and room was clean.  |
|  | **If No, please explain:**  |

**Please check the following as you finish your event:**

|  |  |
| --- | --- |
| 🔾Yes 🔾 No 🔾 N/A | **Coffee Pots:** Emptied, rinsed, and turned off |
| 🔾Yes 🔾 No 🔾 N/A | **Windows & Doors:** Closed and locked  |
| 🔾Yes 🔾 No 🔾 N/A | **Lights:** Turned off  |
| 🔾Yes 🔾 No 🔾 N/A | **Bathrooms:** Messes or problems resolved or reported to janthony@eatonresa.org.  |
| 🔾Yes 🔾 No 🔾 N/A | **Food:** Cleaned up all areas where food was served. |
| 🔾Yes 🔾 No 🔾 N/A | **Flames:** Extinguished all buffet warmer flames and notified caterer for clean-up/pick up. |
| 🔾Yes 🔾 No 🔾 N/A | **Trash:** All trash has been placed in the appropriate receptacle.*(If event is after hours or on a weekend, we ask that you take the trash to the dumpsters on the East side of the building.)* |
| 🔾Yes 🔾 No 🔾 N/A | **Security:** The Security system was initiated upon leaving the building. |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Print Name |  |  |
|  |  |  |
| Signature  |  | Date and Time |

**Please return this completed form after your event by one of the following methods:**

1. Drop in the Superintendent’s mailbox in the mailroom
2. Email to janthony@eatonresa.org
3. Fax to Jodi Anthony at 517.543.6633