

## Facility Use Follow-Up Checklist Form 7510 F3

Event Date & Time:	
Event Title:	
Room(s) Used:	
Contact Person & Ema	ail:
Please let us know how the facility looked when you arrived:	
OYes O No O N/A	Coffee Pots: Emptied, rinsed, and turned off
OYes O No O N/A	Windows & Doors: Closed and locked
OYes O No O N/A	Lights: Turned off
OYes O No O N/A	Bathrooms: Clean and supplied adequately.
	If No, please explain:
OYes O No O N/A	Room Setup: Set up was as expected and room was clean.
	If No, please explain:
Diagon shook the follows:	ng as you finish your event:
OYes O No O N/A	Coffee Pots: Emptied, rinsed, and turned off
OYes O No O N/A	Windows & Doors: Closed and locked
OYes O No O N/A	Lights: Turned off
OYes O No O N/A	Bathrooms: Messes or problems resolved or reported to
JIES JINO JINA	janthony@eatonresa.org.
OYes O No O N/A	Food: Cleaned up all areas where food was served.
OYes O No O N/A	<b>Flames:</b> Extinguished all buffet warmer flames and notified caterer for clean-up/pick up.
OYes O No O N/A	<b>Trash:</b> 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.)
OYes O No O N/A	Security: The Security system was initiated upon leaving the building.
Print Name	
Signature	

## 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