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

When you leave please confirm that

- 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 and hand washing facilities have been checked and the paper towel bins emptied
- If you have used the kitchen it has been cleaned, and the kettles/boiler have been emptied, turned off and unplugged. The refrigerator has been emptied and left turned on. Any other appliances used have been turned off. The waste bin has been emptied.
- If you opened the high level windows they have been closed
- THE GAS SPACE HEATERS HAVE BEEN TURNED OFF AND THE THERMOSTATS LEFT SET AT 10°C
- ALL THE FLOORS HAVE BEEN LEFT CLEAN AND ACCEPTABLE FOR THE NEXT HIRER
- ALL YOUR WASTE HAS BEEN REMOVED
- All lights have been switched off
- All external doors have been closed and locked
- *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