



# ST. ANSELM'S CHURCH USERS' CLEANUP CHECK LIST

Would you like to receive a **full refund** of your Security and Key Deposits?  
Here is a checklist of what you must do:

	Description	Staff Verification
	Use disposable table coverings to avoid linen laundering.	
	Bring <b>no</b> glitter, confetti or thrown rice into the building. Mylar decorations shed easily. Please do not use them.	
	Make sure that no damages occur to facility features or equipment.	
	Complete all the event and any cleanup within the allotted time period.	
	Clean all table tops and horizontal surfaces, such as counters.	
	Put away all tables and chairs (in the Main Hall) <b>unless you paid for the Setup and Breakdown service.</b>	
	Remove all decorations and flowers.	
	Vacuum the carpets. There is a vacuum in the storage room.	
	The carpets must be clean. Stains or spills require steam cleaning.	
	Make sure there are no paint damages or holes in the walls, and no tape residue on the windows.	
	Remove all extra equipment, signs, etc. at the end of the event.	
	Pick up and remove all cigarette butts outdoors. Urge participants to use provided receptacles for their smoking refuse.	
	Clean the coffee pots and the tea pots.	
	Remove all event food from the counters and the refrigerator.	
	Break down empty cardboard boxes and remove from the premises.	
	If you use church dishes and/or cookware, wash and/or put them in the dishwasher and turn on the appliance.	
	Clean all stovetops and ovens to the condition in which you found them.	
	Remove all garbage and recycling from premises that does not fit in provided receptacles in the kitchen.	
	Turn off all ovens, appliances, faucets, etc. in the kitchen / rest rooms.	
	Close all windows and make sure the Memorial Garden gate is closed.	
	Turn down the heat to its original temperature.	
	Sweep and mop the restroom and kitchen floors – do this LAST.	
	Make sure that all doors are firmly closed and locked, and lights are off.	
	Return the key within <b>FOUR</b> days after event to the Event Coordinator or the Church Office Manager.	

If Staff must do, or contract for, any of the above items, you will be charged:

- Church costs for replacement or repair due to damage or loss during event
- Church costs for laundering cloth table coverings used during event
- \$50.00 per hour cleaning fee
- \$50.00 additional for chair/table breakdown on Saturday night after midnight since everything must be ready for church services by 8:00 AM on Sunday
- \$325.00 for carpet steam cleaning
- \$100 - \$250 key deposit for re-keying the doors, depending upon which rooms you use

St. Anselm's Church reserves the right to adjust posted fees without prior notice, but will honor fees in contracted agreements.