



Cathedral of Our Lady of Guadalupe

3900 Wisconsin St. Anchorage Ak 99517

907-248-2000 www.olgak.org

FACILITY USE CHECKLIST

The event Coordinator/designee is required to complete and return the checklist on the back of this form with any key or equipment to the Parish Office. The Event Group Coordinator is ultimately held responsible for ensuring that the facility is returned to its proper order. A Parish Office representative will inspect the area after the use of the facility. Non-compliance may result in loss of deposit and possible bar of future reservations. Thank you for your compliance and understanding.

Event GROUP	COORDINATOR NAME & PHONE	REQUESTER NAME & PHONE	
PLEASE CIRCLE OR INDICATE KEY(S) REQUESTED		KEY OUT	KEY IN
Lunney Center Cathedral		DATE	DATE
		TIME	TIME
		BY	BY
OTHER:			

Event Coordinator PLEASE CHECK BOX IF COMPLETED	STAFF INSPECTION
☐ 1 - PICK UP TRASH FROM TABLES, CHAIRS, FLOOR, ETC. ☐ 2 - WIPE DOWN ALL TABLES. ☐ 3 - REMOVE ALL ITEMS BROUGHT INTO THE HALL OR ROOM, SUCH AS: TABLECOVERS, DECORATIONS, FOOD, DRINKS, SUPPLIES, BOXES, ETC ☐ 4 - RETURN THE TABLES AND CHAIRS TO THEIR ORIGINAL PLACE. <u>DO NOT STACK CHAIRS.</u> ☐ 5 - LEAVE ALL TRASH IN TRASH CANS IN BUILDING. ☐ 6 - MOP THE FLOOR BEFORE LEAVING. ☐ 7 - KITCHEN: TURN OFF OVEN/STOVE. ENSURE WATER FAUCETS ARE NOT RUNNING OR DRIPPING. ☐ 8 - TURN OFF AIR CONDITIONER OR HEATER, IF IT WAS MANUALLY TURNED ON. ☐ 9 - TURN OFF ALL LIGHTS INCLUDING RESTROOM LIGHTS. ☐ 10 - MAKE SURE YOU TAKE ALL OF YOUR BELONGINGS WITH YOU. ☐ 11 - LOCK ALL DOORS. ☐ 12 - RETURN KEYS/CARDKEYS TO THE PARISH OFFICE WITH THIS COMPLETED CHECKLIST.	☐ EVERYTHING IN ORDER. ☐ DID NOT COMPLY WITH: ☐ CORRECTIVE ACTION: INSPECTED BY: DATE & TIME: SIGNATURE