



Church of Christ Congregational

5 Old Middle Street / P.O. Box 216
Goshen, Ct 06756
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Building Use Cleaning Receipt:

Please use the check list below for reference in cleaning the facility after use.

The facility will be inspected after each use.

A possible \$30.00 cleaning fee may be imposed if the room(s) used are not cleaned after use.

- No use of Styrofoam
- All coffee pots are unplugged
- Dishwasher is used according to posted instructions
- All dishes, coffee pots, etc. are washed and put away
- Sinks are wiped clean
- Tables, counters and stove are wiped clean
- All food and beverages are removed
- All church towels are laundered and returned
- The floor is swept and, if necessary, mopped
- All recycling is left clean and ready for pickup in the bins located in the kitchen, please flatten cardboard boxes and property tie them (string is located in the kitchen). If you do not wish to take the time to properly clean and prepare recyclables, take them home.
- Please empty all garbage cans (dumpsters are located outside the kitchen, new garbage bags are located in the kitchen)
- Close all windows
- Equipment is cleaned and returned to its storage area
- All tables and chairs are returned to storage in the grill room
- Anything used from the kitchen is washed properly and returned to storage
- Nothing should be stored on or left on the grill(s)
- Any items left behind, and not belonging to the church, will be donated after two weeks

The following room was in use by (group or individual)

On this date: _____ and has been cleaned according to the list provided above.

Please sign, date and return to the church office at the end of the event.

Signature of person renting, responsible for, or overseeing event:

Office initial after inspection _____