

**ST. STEPHEN'S EPISCOPAL CHURCH
5500 N. ADAMS RD. TROY, MI 48098
(248) 641-8080 www.ststephenstroy.org**

BUILDING CLOSE UP CHECK LIST FOR RENTALS:

CLEAN-UP: If you spill something, brooms, mops, replacement trash bags and other supplies are in the closet across from the kitchen door. Surface cleaners can be found under the kitchen sink or in the janitors closet.

Our back yard, Gaga Ball pit and basketball hoop (bring your own ball) and two picnic tables are available to you. Please do not bring our indoor tables and chairs outside. Do not use fireworks or sparklers on our property.

Please check off the tasks below when complete, sign, date and return this form at the end of your event.

CLOSING UP: Before leaving the buildings, you agree to:

- _____ Sweep the hall
- _____ Clean the kitchen up to the way that you found it. Wipe counters, sweep the floor, etc.
- _____ Take the trash out to the dumpster. It is hidden by a brick enclosure, off the rear parking lot. (pop all balloons if you used them)
- _____ If you needed additional tables and chairs, please replace them in our storage room where you borrowed them.
- _____ Turn off all lights including restrooms. Check restrooms for running water.
- _____ Close all interior doors.
- _____ Lock the exterior door(s) by "popping" the push bar with the hex key hanging in the frame.
- _____ **OUTDOORS:** Pick up any trash your group left outside and throw away into dumpster located behind brick wall, and return picnic tables to the place you found them.
- _____ Ensure that the key is put back into the lock box and that the lock box is securely closed and locked.
- _____ **BUILDING CLOSE UP CHECK LIST RETURN:** You agreed to return this signed form during office hours (before 2 pm) after your event or within two weeks. At that time your \$100 security deposit will be returned, assuming you left the place in good order. If the form is not returned within the time stated your deposit will be processed as part of your rental fee.

*****PLEASE NOTE, THIS CHECKED AND SIGNED FORM MUST BE TURNED IN TO ST. STEPHEN'S WITHIN TWO WEEKS AFTER YOUR EVENT IN ORDER TO RECEIVE YOUR DEPOSIT!*****

Signed:

Date:

For Emergencies during your event please call 248-953-3754