

**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.

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 with the key.

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.
- _____ If you needed additional tables and chairs, please replace them in our storage room.
- _____ 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 return picnic tables to the place you found them.
- _____ KEY RETURN: You agreed to return the key during office hours (before 2 pm) within 2 weeks of your event. At that time your \$50 of your \$100 **key+clean** deposit will be returned, assuming you left the place in good order.

*****PLEASE NOTE, THIS CHECKED AND SIGNED FORM MUST BE TURNED IN WHEN THE KEY IS BROUGHT BACK IN ORDER TO RECEIVE YOUR DEPOSIT!*****

Signed:

Date:

For Emergencies during your event please call 248-641-1499