

## Appendix D – After the Event Check List for Applicant

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### ALPHARETTA PRESBYTERIAN CHURCH

### AFTER THE EVENT PROPERTY USAGE CHECK LIST

Date of Facility Use: \_\_\_\_\_

Name/Organization: \_\_\_\_\_

Name of Adult Completing Check List: \_\_\_\_\_

Telephone Number: Day \_\_\_\_\_ Evening \_\_\_\_\_

Please use this list to guide you in your effort to return the facility used by your group to the condition in which you found it. We hope you found it suited to your use; we appreciate your help in keeping it fit for the next user. The APC Property Committee requests that prior to leaving, you review the checklist below.

\_\_\_\_\_ 1. Clean area of debris, spills, and paper

\_\_\_\_\_ 2. Restrooms neat

\_\_\_\_\_ 3. Room(s) in neat order

\_\_\_\_\_ 4. Windows locked

\_\_\_\_\_ 5. Lights turned off

\_\_\_\_\_ 6. Doors lock AND checked

In the event that doors are not locked or cannot be locked, please call (770) 751-0033 to notify the church during office hours or if after hours, contact Gene Casey, APC Property Manager, at (770) 298-6631.