



# Saint Peter

## CATHOLIC CHURCH

359 West New York | DeLand | Florida | 386.822.6000

### Don Bosco Hall Checklist

Reserved Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Reserved Dates: \_\_\_\_\_

Other: \_\_\_\_\_

To ensure that Don Bosco Hall is maintained in excellent condition for all users, please adhere to the following checklist upon your departure:

**NOTE: Bosco Center Chandelier can be turned on and off using breaker #5 (Adult Use Only)**  
**WIFI SSID: BoscoWiFi --- Password: SPCC190Bosco**

#### 1. Security

- a. Check with the front office for availability (Use time must be on the church calendar).
- b. Obtain Key and Return Key to the Church Office.
- c. Ensure all doors are securely locked.

#### 2. Cleanliness:

- a. Leave the facility as you found it or better.
- b. Ensure the floor is clean.
- c. If the kitchen was used, wash all dishes.
- d. Please ensure the trash has been emptied.

#### 3. Facilities:

- a. Upon departure, check all toilets to ensure they have been flushed.
- b. Upon departure, turn off all the lights.
- c. Upon departure, be certain all water faucets are turned off.
- d. Upon departure, set all air conditioners to 80 degrees.
- e. Obtain permission if plans to leave items (only available during day(s) before setup)

#### 4. Furniture Arrangement:

- a. Ensure all tables and chairs are neat and arranged as you found them.
- b. All chairs need to be pushed in, and the tables should be in neat rows.

#### 5. Waste Management:

- a. Ensure all trash cans have been emptied, and liners are replaced in their cans.

Thank you for helping us maintain Don Bosco Hall in a state ready for the next users.

This form can be printed and made available in multiple copies at the hall so users can fill it out before they leave. If you need any changes or additional points included, let me know!

Print Name, and phone number.

Please complete this checklist and return it with the key to the Church Office.

Richard Peterson  
386 822-6000 or 386 822-6004