



The Anglican Church of St. John & St. Philip,  
The Hague

Ary van der Spuyweg 1  
2585 JA Den Haag

☎070 355-5359  
[bookings@stjohn-stphilip.org](mailto:bookings@stjohn-stphilip.org)  
[www.stjohn-stphilip.org](http://www.stjohn-stphilip.org)

## USER'S CHECKLIST

- Chairs and tables cleaned and returned to the storeroom.
- All decorations and other items brought in for event have been removed.
- Toilet facilities left clean and rubbish disposed of.
- Rubbish put into the appropriate container outside of the kitchen door.
- Oven/cooker emptied, cleaned and switched off; ventilator switched off.
- Dishwasher emptied, cleaned and switched off. Grey plug returned to its proper place.
- All dishes, utensils, pots, pans and coffee/tea equipment have been cleaned and returned to proper place.
- Kitchen worktops, sinks and floor have been cleaned.
- Glass bottles/containers have been removed for recycling.
- Floor of the hall has been swept and spills have been wiped up with a damp cloth.
- All lights inside (including in the toilets) and outside switched off.
- All doors have been closed and locked.
- Key returned to steward.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Renter

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Steward

**Thank You!**

