

COLLIER CENTER FACILITY CONTRACT

- ☒ Lower the heat to 55 degrees.
- ☒ Tables and chairs cleaned and returned neatly to the back room.
- ☒ Rug vacuumed – vacuum can be found in closet between kitchen and meeting room.
- ☒ Check All windows to see that they are closed and locked.
- ☒ ALL lights OFF.
- ☒ Water turned off in 3 bathrooms and kitchen.
- ☒ Kitchen cleaned.
- ☒ **Remove all food from premises (that is associated with your function).**
- ☒ Oven and stove OFF.
- ☒ Coffee, Tea, unplugged and pots cleaned and returned back to where they belong.
- ☒ Are there enough supplies for another function? We are low on the following supplies.....

☒ Check and make sure that gate and all exit doors are locked. The gate key is the same key as Collier Center Facility Key.

PLEASE RETURN KEY AND SIGNED FORM TO THE RECTORY MAIL SLOT FOLLOWING YOUR EVENT.

DUPLICATING THE KEY IS NOT PERMITTED
THANK YOU

Signature person responsible for facility _____

Phone Number _____ **E:Mail** _____

Office Use Only

Security Team concerns following meeting: _____

Connected with leadership to advise concerns. _____

1st Contact

2nd Contact

Letter from Fr. Tuan