

**GRACE CHURCH in HADDONFIELD  
APPLICATION FOR SPACE USE**

**SPACE USE INSPECTION CHECKLIST**

Users of space at Grace Church in Haddonfield should use this checklist when returning the space used to the condition it was in prior to their activity. This checklist should be given to the church office when requesting return of the security deposit for the event.

1) Name of Person, Group or Organization: \_\_\_\_\_

2) Items to be checked:

- Chairs and Tables in Place?: \_\_\_\_\_
- Space and / or Kitchen Clean?: \_\_\_\_\_
- Stove / Oven turned off?: \_\_\_\_\_
- Trash Cleaned up & out in containers?: \_\_\_\_\_
- Interior doors closed & Lights out?: \_\_\_\_\_
- Decorations removed?: \_\_\_\_\_
- Any Damage?: \_\_\_\_\_

If Damage, Please Describe:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Restrooms Clean?: \_\_\_\_\_
- Space in overall acceptable condition?: \_\_\_\_\_
- Doors Locked?: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

Signature of Person Inspecting: \_\_\_\_\_

Date / Time: \_\_\_\_\_/\_\_\_\_\_