



FISHPONDS CHURCH OF ENGLAND PRIMARY SCHOOL

FISHPONDS OLD LIBRARY

HIRE CHECKLIST

The refundable deposit will be returned to the Hirer, via the original payment method, providing the terms and conditions of hire have been met, including the completion and return of the Hire Checklist.

SECURITY

Action	Completed
All external doors locked	
All windows shut	
All lights switched off	
All personal items removed from premises	

CLEANING

Action	Completed
Floor swept	
Spillages mopped up	
All rubbish removed and disposed of off site	
Toilets flushed and wiped over and floors are cleared of any loose paper	
Kitchen cleaned (if applicable)	

KEYS

Action	Completed
Keys returned to key box	

SIGNED

Hirer	Fishponds CE Primary Staff
Signed:	Signed:
Name:	Name:
Date:	Date: