

MLML Meeting Room Check-out List

GroupName: _____

Date of Meeting: _____

Please take a moment to go over this list. It will serve as a reminder of things you need to do before leaving.

Check when completed:

- Dishes and countertops are washed.
- Trash has been picked up and cans/bottles recycled.
- Room has been left in arrangement found. Please restack chairs if necessary.
- Borrowed audio/visual equipment is turned off and neatly stacked on a table or returned to storage location.
- Windows/doors are closed and locked (if meeting facilities are used after normal business hours).
- Front entrance doors are closed securely as you leave (if meeting facilities are used after normal business hours).

Checkout conducted by: _____

Signature: _____

Date/Time _____

Please leave this checklist with your MLML sponsor before your departure. Thank You!