

Marello Youth Retreat Center

A ministry of the Oblates of St. Joseph



Departing Checklist

Name of Group: _____ Date(s) of Use: _____

Responsible Party: _____ Phone _____

Please complete this check list to assure that all cleaning matters have been resolved before the final walk-through Retreat Center staff upon your group's departure:

I. Collect all trash bags from interior and exterior, and place in dumpster. Replace all trash liners with new bags.

- Kitchen
- Dining Areas
- Bathrooms
- other areas/rooms used
- Exterior corridor

* Groups do not need to empty recycle bins.

II. Clean according to instructions provided.

- Kitchen
- Dining Area
- Bathrooms
- Stove
- Outside Areas Used

III. Leave rooms as they were upon your arrival

- Lounge
- Multi-purpose Rooms
- Cubbies
- Chapel
- Exterior Grounds
- Volleyball Court and Basketball play area
- Kitchen

Comments:

_____ Final Payment Received

_____ Keys Returned

Responsible Party

MYRC Manager or designee

**Thank you for using Marello Youth Center for your retreat.
Come again and God bless you!**