

**SPECIAL EVENTS-PARISH SAFETY CHECKLIST (1 OF 2)**

Location: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Inspection Started: \_\_\_\_\_ AM \_\_\_\_\_ PM

Inspected by: \_\_\_\_\_ Inspection Completed: \_\_\_\_\_ AM \_\_\_\_\_ PM

\_\_\_\_\_

For Parish functions or Hall rentals (festivals, banquets, wedding receptions, or other populous activities.)

Yes No N/A Remarks

**EXTERIOR**

**Before & After**

1. All parking facilities, walks, and entrances are well lighted.
2. All parking facilities, walks, and entrances are clear of ice and snow.
3. All parking facilities, walks, and entrances are clear of broken glass and debris.

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**INTERIOR**

**Before**

1. All entrances, halls, and restrooms are well lighted.
2. Instructive signs are posted at all passages which are closed to the public if the doors cannot be locked for safety reasons.
3. All emergency exits are free of storage and readily accessible.
4. All tables and chairs in good condition and properly spaced to permit clear access when people are seated at the tables.
5. Rubber mats are placed in halls or entrances if it is raining or snowing.
6. Emergency lighting is functional. (Emergency lighting installed if absent.)
7. All emergency numbers are available for Police, Fire, and First-Aid Squad.
8. Personnel are familiar with emergency procedures in event of a fire, blackout, bomb threat, accident, heart attack or other sudden serious illness.
9. There are adequate crowd control and security personnel.

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**SPECIAL EVENTS-PARISH SAFETY CHECKLIST (2 OF 2)**  
(Continued)

Location: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Inspection Started: \_\_\_\_\_ AM \_\_\_\_\_ PM

Inspected by: \_\_\_\_\_ Inspection Completed: \_\_\_\_\_ AM \_\_\_\_\_ PM

\_\_\_\_\_

Yes No N/A Remarks

**INTERIOR**

**During**

1. Ensure that any monies collected are not left unattended until locked in the safe.
2. If refreshments are being served, check to determine that spills are being cleaned immediately.
3. Check that no one places any handbag or article of clothing where it will present a trip or fire hazard.

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**After**

1. Check all cooking appliances to ensure they are turned off.
2. Check all ash trays to ensure cigarettes are extinguished before they are emptied.
3. Check to determine that filled trash bags are not left inside the building and are placed outside in the garbage container.
4. Check to determine that monies are counted and locked in a safe or taken to the bank, if possible.
5. Check to determine that no one is attempting to conceal themselves in the building before locking up.
6. Check that all lights are left on until everyone leaves the building.
7. Check to determine that any valuable equipment, such as sacred vessels or sound equipment, is locked away.

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**NOTE:** This checklist should be used for each special event and signed off by the chairperson in charge.