

Unitarian Universalist Fellowship of the Rappahannock

366 James Wharf Road / P.O. Box 1266, White Stone, VA 22578

Facility Use Administrator: (804) 815-8942

FACILITY CHECK OUT LIST

Leave the facility in a clean condition, shut and lock all outside doors, shut all inside doors, and turn off all lights. The facility needs to be vacated by 11 P.M. unless special arrangements have been made.

Please use good and careful judgement in carpeted areas and treat any spills immediately.

The following applies to equipment and spaces if used by the Renter.

Cleaning supplies are located in the broom closet and in the sink cabinet in the kitchen.

- _____ Kitchen appliances, dishes, cups, flatware cleaned and put away
- _____ Kitchen sink and counter tops cleaned
- _____ Appliances turned off
- _____ Bathrooms cleaned
- _____ Deck swept and cleared of all items belonging to renter
- _____ Floors swept
- _____ Carpet vacuumed
- _____ Audio/visual system powered off
- _____ Chairs stacked and/or returned to their original location
- _____ Tables taken down and put away
- _____ Spaces cleared of all items belonging to renter (exception: Long Term renters with prior arrangements)
- _____ Lights turned off
- _____ Inside doors shut
- _____ All trash generated by renter removed (exception: Long Term daily/weekly Renters)
- _____ Outside doors and windows shut and locked - check doors from outside to confirm

LAST BUT NOT LEAST, YOUR SUGGESTIONS AND FEEDBACK:

Departure Time: _____ a.m. _____ p.m.

NAME: _____ DATE: _____

Return this checkout list and the key per the direction of the Facility Use Administrator.

CALL IMMEDIATELY FOR ANY SERIOUS FACILITY PROBLEM: (804) 815-8942