

CHECK LIST FOR USE OF PUUC BUILDING AND GROUNDS
Please use the following checklist to be sure that the premises are left in good condition—turn in the completed list at the completion of your event.

Sanctuary

- Return all components to places designated in the instructions
- Floor is cleaned up and swept if necessary
- Chairs are stacked to the side of the room *
 * Saturday renters set up chairs for the Sunday service.
- All furniture is replaced in original positions

Sound system and/or piano*

**The sound system and/or piano may NOT be used without approval from the Music Director*

Sound system:

- Turn off (the switch is on the back) and cover with cloth.....

Piano:

- Close keyboard cover, put lid down
- Put the quilted piano cover over piano

Classrooms (skip this section if you did not use any classrooms)

- Floor is cleaned up and swept if necessary
- All furniture is replaced in original positions

Kitchen (skip this section if you did not use the kitchen)

- Any dishes used are washed and replaced in cupboards
- Any leftover food should be removed—do not leave in kitchen

Bathrooms

- Be sure that they are in a clean and neat condition; turn lights off.....

Grounds

- No litter is left on grounds

General

- Check that all outside doors are locked securely
- Pack & remove all trash generated by the event; place in outside trash dumpster
- Replace bags in trashcans (bags stored under kitchen sink)
- No permanent changes have been made to any area**

Organization: _____ Signature: _____ Date: _____

For Office Use Only:

This checklist is for the following rental: _____

Post-rental condition acceptable? Y/N _____

(signature)

Notes: _____