

Building Use Sign Out Form

CHECKLIST

- Are all lights turned off? Check room-by-room, and include bathrooms and kitchen.
- Is the stove turned off?
- Are coffeepots emptied, cleaned, and unplugged?
- Has all furniture been returned to its original position?
- Are all dishes washed and put away?
- Is the Fourth Street door locked?
- Is the Locust Street door locked?
- Is the alley door locked?
- Have you removed all your trash from the building? Include bathrooms and kitchen.
- Has your sponsoring church member checked you out? Before you may receive back your deposit, your sponsoring member must have checked you out and returned the paperwork and key.

Sponsoring UUFD Member signs here:

Name _____ **Date** _____

Board of Trustees or its designee or UUFD Office Manager signs here when key, forms, and deposit are exchanged:

Name _____ **Date** _____