

SANTA CRUZ POLICE DEPARTMENT
COMMUNITY ROOM

Check Out Sheet

Please complete the following checklist before returning the key to the Front Desk Lobby/Drop Box (indict "N/A" if not applicable):

_____ Return tables & chairs to a "U" arrangement (3 tables on each side of the diagram, all extra tables used must be put back in the closet):

X X X X X X X X X
|X
|X
|X
X X X X X X X X X

- _____ Wipe all tables completely
- _____ Turn off all audio-visual equipment (including remotes)
- _____ Return remotes to bin
- _____ Raise the projector screen
- _____ Lock all doors to the Community Room (interior & exterior) – including outside gate if used
- _____ Turn off all lights & return thermostats to 68°
- _____ Please clean up the kitchen after use (if applicable)
- _____ Please SIGN this sheet, RETURN keys, and & this check out sheet (drop box is in the back)

Comments/Questions/Concerns:

Important Information – Please Read:

- 1. If you are using the Community Room between 9am-4pm (Mon-Thurs), return the key(s)/check out sheet to the Lobby.
- 2. If you are using the Community Room after hours (weekends or after 4pm on weekdays), place the key and check-out sheet in the Drop Box in the back of the Community Room.

Signature of responsible party

_____/_____/20_____
Date

Group Name

official use

Verified By