



## Check Out Procedures

Our goal is to have conference rooms and facility available immediately following a completed meeting. Refer the final inspection checklist below for a list of items that need to be checked. After the checklist is completed, your organization's representative may check out with the facilities coordinator.

Checklist:

- Tables, counters tops and carpet are clean and free from stains.
- Please dispose all trash in trash bin, if trash containers are over-flowing, please ask facility coordinator for assistance. **Trash on the floor is not permitted.**
- If the windows/walls are used for post-it notes or other similar items, please be sure walls are clean from residue after removing items.
- Return all items borrowed such as clickers, HDMI cords, and microphones to the facility coordinator (items are signed out to your organization and is responsible for missing or lost equipment).
- All items brought in by your organization must be taken out when you leave.
- Tables and chairs are left in original position unless directed otherwise by the facility coordinator.
- If any damage is done to carpet, walls, blinds, tables and/or chairs, please give a courtesy notice.
- All fees for additional usage have been paid, if applicable.
- Any items left in the kitchen must be removed.



Confirmed in Compliance with National Standards for U.S. Community Foundations