



Welcome to the Newport Visual Arts Center (VAC). We appreciate your use of the VAC and look forward to working with you in the future. Please follow the check-out list below so that we can preserve recent improvements to the space and keep it presentable for the next renter. See bulletin board for additional updates.

**Return this check-out form along with your set of keys.**

## **Check-Out List for Users**

**--Check boxes as you complete items--**

**Event** \_\_\_\_\_ **Date** \_\_\_\_\_

- Return all tables and chairs to their proper configuration.** See map on room wall for tables' and chairs' configuration. After placing chairs at tables, place any additional blue chairs on the chair rack in Room 205's northwest corner.
- Empty all trash and recycling. Take all glass with you.** The shed for trash and recycling is outside, south of the room entrance. Please replace room and kitchen trash and recycling bags with the new bags provided in the bottom of trash canisters.
- Wipe down counters and tables.**
- Lock exterior doors** (make sure the exterior door is fully closed and locked).
- Return key as instructed.**
- Sweep up debris.** (Brooms & mops are in unlocked janitor's room).
- Mop floor as needed.**
- Remove all tape from walls or columns (use only blue painter tape).**
- Remove all private property.**
- Turn off all lights.**

### **If you have used the kitchen:**

- Wash, dry and put away all dishes.** Towels are in the drawer by microwave. Empty dishwasher.
- Clean the sink.**
- If used, wipe down stove and oven.**
- Turn off oven.**

**Signature** \_\_\_\_\_ **Printed Name** \_\_\_\_\_

**Thank you for returning this space to its appropriate condition for the next user.  
See map and photos on wall for placement of chairs and tables.  
Failure to follow this check-out list could result in forfeiture of room deposit.**