

# First Unitarian Universalist Society of Albany

405 Washington Avenue  
Albany, NY 12206  
518-463-7135

This page explains what you need to do to get your full security deposit returned. Any items on this list that are not followed or any other damage done to the space will result in a reduced or no refund.

## Post-Event Checklist

Event date: \_\_\_\_\_ Time: \_\_\_\_\_ Room(s) used: \_\_\_\_\_

**Person responsible for completing all post-event clean-up and security precautions on this list:**

\_\_\_\_\_  
Phone number: \_\_\_\_\_

*I personally will make sure that the building is secure and that all items on this list are completed. I will complete this checklist and put it through the office mail slot before leaving the building.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

- Do not prop open exterior doors at any time. Station one person from your group to open the door for your guests only until all of your guests have arrived. If you hire a building host, they will handle the doors.
- Do not change thermostats: all heat is automatic.

**Displays and Decoration:** Use only blue "painter's" tape to attach decorations to smooth walls. Attach nothing to the stucco walls in Emerson, blackboards, or other easily damaged surfaces. No pushpins or nails other than on the bulletin boards. Do not use sequins or glitter, and avoid using markers to write on paper already stuck to the walls.

<i>Check if done, or N/A if not applicable to your event</i>	<i>Done</i>	<i>N/A</i>	<i>Not done: reason</i>
<b>All Exterior Doors Locked</b> <i>(Doors should be locked throughout your event)</i>	_____	_____	_____
<b>In each room you used:</b>			
Furniture left as found or as planned with staff	_____	_____	_____
All trash and recycling placed in proper bins	_____	_____	_____
Decorations/displays/personal items removed	_____	_____	_____
Spills cleaned up	_____	_____	_____
Windows closed	_____	_____	_____
Lights off	_____	_____	_____
Stott and Rm. 4: window air conditioners off	_____	_____	_____
<b>Kitchen (if used):</b>			
All stove burners and oven off	_____	_____	_____
Exhaust fan off, fan door closed	_____	_____	_____
Dishwasher off	_____	_____	_____
All used kitchen equipment washed	_____	_____	_____
All garbage bagged	_____	_____	_____
Windows closed	_____	_____	_____

### Halls, bathrooms, stairwell:

If you are sure you are the last one out at night, turn off all lights except one row in the front lobby.

Check here if you or your group is NOT the last out of the building: \_\_\_\_\_

*Please write any observations of potential problems or other comments on your use of the facility:*

Sign \_\_\_\_\_ Date \_\_\_\_\_ Time left building \_\_\_\_\_

*Thank you for your assistance in keeping the FUUSA building safe for all users!*