



Crawley Camera Club

Hut 16, Tilgate Forest Recreation Centre

Check Out Sheet

studio@crawleycameraclub.co.uk

Check out sheet to be completed and signed by all facility Users

| | | | |
|--|--|--|--|
| Darkroom | | Studio | |
| All electrics switched off | | Remove Slaves & Leads | |
| All equipment and tanks left clean | | Return Suitcase to designated area | |
| All safe lights and fans switched off | | Roll up all backdrops leave neat and tidy | |
| | | Ensure all plugs are removed from sockets | |
| Digital room | | Leave all props in a tidy arrangement | |
| All computer equipment switched off | | Leave area clean and tidy | |
| Lights off | | Re Secure fire exit and leave clear | |
| Door Locked | | No problems or faulty equipment found | |
| | | | |
| Kitchen and meeting area | | Changing room | |
| Please bring your own refreshments | | Leave clean and tidy /HOOVER | |
| Wash, dry and put away all mugs etc | | Re fold ,stack sheepskins, backdrops etc | |
| Wipe down sides, Leave clean and tidy | | Remove Heater plug | |
| Turn all lights off | | Turn off lights | |
| Take home any rubbish generated by you | | Leave door open | |
| | | | |
| | | | |
| General Security | | Toilet | |
| Turn off overhead heaters | | Flush Toilet | |
| Ensure the exterior light is set to Sensor | | Leave wash basin clean and tidy | |
| Lock the hut return keys | | Leave clean and tidy including seat and floor area | |
| | | | |

I have left a voluntary donation for the studio fund of £.....

I have read and fully understand the terms and conditions of using Crawley Camera Clubs facilities. These can be viewed as a separate sheet if required.

Membership Number:..... Date:.....

Members Name (Please Print).....Signature.....