



Crawley Camera Club

Hut 16, Tilgate Forest Recreation Centre

Check Out Sheet

studio@crawleycameraclub.co.uk

To be completed by all facility users

I	Changing room		Studio and Meeting Room area	
	Leave clean and tidy		Remove Slaves & Leads	
	Re fold ,stack sheepskins, backdrops etc		Return Suitcase to designated area	
	Remove Heater plug		Roll up all backdrops leave neat and tidy	
	Hoover and wipe down sides		Ensure all plugs are removed from sockets	
	Leave door open		Leave all props in a tidy arrangement	
			Leave area clean and tidy	
	Digital room		Re Secure fire exit and leave clear	
	All computer equipment switched off		Hoover and wipe up any glitter	
	Lights off & Door closed			
	Kitchen Refectory & meeting area		Darkroom	
	Please bring your own refreshments		All equipment and tanks left clean	
	Use disposable cups provided		Please Hoover adjacent area	
	Wipe down surfaces, Leave clean and tidy		Secure door after use	
	Take home any rubbish generated by you			
	General Security		Toilet	
	Turn off overhead heaters		Flush Toilet	
	Ensure the exterior light is set to Sensor		Leave wash basin clean and tidy	
	Turn all lights off		Leave clean and tidy including seat and floor area	
	Please report faulty equipment			
	Lock the hut return keys			

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.....