

Purpose: The form is used for detailing the quantity and condition of property, equipment, and facility that are made available to the renter during their rental agreement and the state of that property, equipment, and facility at the termination of the rental period.

Facility: The Ross Building that belongs to the Spotsylvania Sunday School Union located adjacent to the John J. Wright Educational and Cultural Center located on Courthouse Road.

Equipment:

Equipment Name	At Time of Rental		At End of Rental		Remarks
	Quantity	Condition	Quantity	Condition	
Tables					
Chairs					
Microwave					
Refrigerator					
Coat Rack					
Pictures/Plaques					
Building Walls	Entire bldg				
Building Floor	Entire bldg				
Bathroom -Male	1				
Bathroom -Female	1				
Bathroom Chair					
Bathroom Table					
Bathroom Curtains	2 sets				
Building Key					

Note: Conditions should be listed as either new/excellent/good/broken or damaged.

Signature of Renter Prior to Event _____ Date _____

Signature of Renter After to Event _____ Date _____

Recommendation of SSSU Trustee to: return deposit access fines and keep deposit

Signature of SSSU Trustee _____ Date _____
 SSSU Property Accountability Report Form (2-5-18)