



EVENT RENTAL CHECKLIST

**Please be advised that if these steps are not followed,
your security/cleaning deposit may be affected
and/or your credit card on file charged.**

RENTERS ARE RESPONSIBLE FOR SET UP & CLEAN UP.

BEFORE EVENT

- Be prepared to carry in your items. No carts/dollies are available.
- You are responsible for set up & clean up. Please ensure you have enough people to help.
- Bring any equipment cords you may need (HDMI, VGA, connectors, extension cords, etc.).
- Community center tables & chairs are for indoor use only. If renting courtyard, please bring your own outdoor furniture.
- Be prepared to take all event items with you. Storing items for a later pickup time is not allowed.
- Free wi-fi is available at: PA_OverAir_Library.

CHECK IN

- Arrive on time. The start time listed on your permit is the time you are given access to the room(s). You will only have access during your reserved times. Dropping off items before your reserved time is not allowed.
- Check in at reception desk, review event details, & check out any rented equipment.
- Enter room with staff & perform walk-through with checklist.
- Set up equipment (if any) with staff.
- Set up tables & chairs (on your own).

DURING EVENT

- Locate staff for any issues or if you need to adjust equipment, shades, or lights.

- When throwing away trash, ensure your group is recycling (blue bin) & composting (green bin). Detailed signs explaining the types of items that belong in each bin are posted.
- Staff will monitor garbage during event.

CHECK OUT

- Remove decorations (if any) & dispose.
- Wipe down tables & chairs & return room to basic setup (see photo on wall next to door).
- Bag recycle, compost, & garbage separately and take to corresponding dumpsters. If you have a large amount of leftover food, donating it or giving it away is encouraged.
- Sweep/vacuum floor.
- Mop floor if necessary.
- Remove all personal items (including any catering items) from premises.
- Perform final walk-through with staff & sign checklist.

KITCHEN CHECK OUT

- Follow cleaning instructions posted on each appliance (refrigerator, freezer, dishwasher, stovetop, oven, & microwave).
- Wipe down countertops.
- Clean out sinks & any leftover food in drains.
- Sweep floor. **DO NOT SWEEP DEBRIS/FOOD INTO FLOOR DRAINS.**
- Mop floor if necessary.
- Remove all personal items (including any catering items). Please be advised that Ada's Café is separate from the community center & their items must be picked up by their own staff.
- Perform walk-through with staff & sign checklist.

CONTACT INFORMATION

For weekday events before 5:30pm, contact:

Community Center Front Desk @ 650.329.2400

For events after 5:30pm & during the weekend, contact scheduled Facility Attendant:

Ikie Corbin @ 650.380.6300; Robert Jackson @ 650.690.0390

Thank you for choosing Mitchell Park Community Center!