



BUFFALO COUNTY EXTENSION BUILDING CHECK-LIST FOR RENTERS

Event Booking

- _____ Complete rental contract and submit to Buffalo County Facilities Director
- _____ Coordinate schedule for event with Facilities Director
- _____ Submit 50% deposit to Facilities Director to confirm reservation
- _____ Contact Nightlife Concepts, Inc. to coordinate alcohol if it is to be served at the event

Event Confirmation (Due no later than 14 Days prior to the event)

- _____ Submit remaining 50% of room rental fees to Facilities Director
- _____ Submit Damage Deposit to Facilities Director
- _____ Submit Facility Assistant fee to Facilities Director if event includes alcohol
- _____ Submit Valid Certificate of Insurance for the Event to Facilities Director
- _____ Coordinate any special event details with the Facilities Director

Event Details

- _____ Pick up building key from Facilities Director prior to 5:00pm on the last business day prior to the event
- _____ Set up for the event in the allotted time frame
- _____ Facility Assistant (if alcohol is being served) and Renter should meet prior to the start of the event to review checklist and establish event schedule and goals for a successful event
- _____ Facility Assistant should periodically check with Renter throughout the event to monitor the event
- _____ Use only the room(s) that have been rented (use of additional rooms will increase event rental cost)
- _____ Turn on all lights when tearing down at the end of the event. Lights will be turned on to signify the end of the event and the beginning of teardown and cleanup
- _____ Wipe down all tables and chairs as they are put away and replace all tables and chairs on the racks as they were originally found (tables stacked along sides/tops together/10 per rack, chairs stacked all in the same direction)
- _____ Mop up any spills first, then sweep all floors used
- _____ Wipe down all counters, sweep and mop Kitchen floor (if Kitchen used for the event)
- _____ Remove everything from the building that belongs to the Renter including everything from Kitchen, refrigerator and freezer that belongs to the Renter
- _____ Clean restrooms - empty trash cans and mop floors if needed
- _____ Take out all trash from the building to the large dumpster outside the NE corner of the building
- _____ Pick up any trash from outside the building (cans, bottles, papers, etc.)
- _____ Give completed checklist and building key to Facility Assistant (if present) or drop in key drop (if no Facility Assistant)

Post Event

- _____ Follow up with Facilities Director the week after the event to discuss any pending issues (damage, excessive cleanup, etc.) and coordinate return of damage deposit