

BUFFALO COUNTY EXTENSION BUILDING CHECK-LIST FOR RENTERS

| | Event Booking | |
|-----------|---|--|
| Comple | te rental contract and submit to Buffalo County Facilities Director | |
| Coordin | ate 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 | remaing 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 | |
| Coordin | ate 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 f | or the event in the allotted time frame | |
| acility | Assistant (if alcohol is being served) and Renter should meet prior to the start of the event to | |
| eview o | checklist and establish event schedule and goals for a successful event | |
| acility . | Assistant should periodically check with Renter throughout the event to monitor the event | |
| Jse onl | y 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 t | he event and the beginning of teardown and cleanup | |
| Nipe do | own all tables and chairs as they are put away and replace all tables and chairs on the racks as | |
| - | ere originally found (tables stacked along sides/tops together/10 per rack, chairs stacked all | |
| n the sa | ame direction | |
| Лор ир | any spills first, then sweep all floors used | |
| Nipe do | own all counters, sweep and mop Kitchen floor (if Kitchen used for the event) | |
| - | e everything from the building that belongs to the Renter including everything from Kitchen, | |
| | ator and freezer that belongs to the Renter | |
| • | estrooms - empty trash cans and mop floors if needed | |
| | t all trash from the building to the large dumpster outside the NE corner of the building | |
| | any trash from outside the building (cans, bottles, papers, etc.) | |
| • | mpleted checklist and building key to Facility Assistant (if present) or drop in key drop (if no | |
| | Assistant) | |
| | Post Event | |