

## Hoffman Center Event/Class Checklist

The Hoffman Center is a shared space, please respect other artists and art-lovers in our community. Please check off each item, sign and return to Facility Manager after your event. Thank you for your help and courtesy!

Please completely clean up within 24 hours of your event, sooner if there is another event scheduled the next day. Exceptions must be arranged in advance.

If your event or class lasts longer than one day, please clean up your space within 24 hours of your last class/gathering, sooner if another event is scheduled.

Stack chairs, return folded chairs to the side stage area, pink chairs in front of white wall on the west side.

Fold long tables and lean against north wall of the performance space.

Vacuum thoroughly. This is especially important if you serve food, or have messy art supplies.

Clean bathroom.

Recycle! Put paper, cardboard, glass, etc, in the designated containers. Only trash goes in the garbage can.

Collect garbage from the various wastebaskets throughout the center, and put new liners in each. Put all garbage in the large metal garbage can.

Take your unused supplies, flyers, handouts, etc, with you, or recycle immediately.

If you use the sound system, please disconnect microphone at the stage, put it in its pouch, and return to components area. Leave the sound board/amp/CD player in place, but turn off power to all three components. **If you alter the sound set up, return it to its original configuration.**

If you use the heating system, be sure to turn it off before leaving.

If you access a storage room, be sure to lock it.

Are all lights are turned off?

Are all doors are shut and locked?

Responsible party: \_\_\_\_\_ Date: \_\_\_\_\_