

Hoffman Center Event/Class Checklist

Please check off each item, sign and return to Facility Manager after your event.
Thank you for your help and courtesy!

- Please clean up at the completion of your event/class. Exceptions must be arranged in advance.
- Stack black chairs on the square metal chair rollers—only 5 chairs per stack, please. Store black chair stacks to the left of the stage.
- Pink chairs should be stacked in the room across from the bathroom, against the left (South) wall—only 6 chairs per stack, please.
- Folding metal chairs should be leaned up against the back (West) wall of the room across from the bathroom.
- Fold long tables and lean them against the right (North) wall of the room across from the bathroom.
- Vacuum thoroughly. This is especially important if you serve food or have messy art supplies.
- Clean bathroom. Supplies are located in cupboard next to the bathroom sink.
- Recycle! Put paper, cardboard, glass, etc, in the designated containers next to the microwave. Only trash goes in the garbage can.
- Collect garbage from the various wastebaskets used during your event, and put new trash liners in each. Trash liners are located in the bathroom in the cupboard to the right of the sink. Put all garbage in the large metal garbage can, and make sure the lid is on tightly.
- 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.
- Are all lights are turned off?
- Are all doors are shut and locked?

Responsible party: _____

Date: _____