



## 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 inform staff of outdoor use.
- Be prepared to take all event items with you. Storing items for a later pickup time is not allowed.
- Free WiFi is available at: PA\_OverAir\_Library and/or PA\_OverAir\_Guest). Must re-connect after 1 hour and accept terms.

### 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.
- Feel free to head straight to the room or check in at reception desk. Review event details w/ staff & check out any rented equipment.
- Set up a/v equipment (if any) with staff (facility access, technology support, lighting).
- Set up tables, chairs, decorations(on your own).

### DURING EVENT

- Locate staff for any issues or if you need to adjust equipment, shades, or lights. Staff is in reception area or rentals rooms.
- 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 appropriately .
- Wipe down tables & chairs & return room to basic setup (see photo on wall next to door, staff will provide cleaning supplies).
- 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.

## 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.

## 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 the Facility Attendant cellphone at (650)380-6300 .

*Thank you for choosing Mitchell Park Community Center!*