

Macon County Heritage Center

MCHC Meeting Room/Cafeteria Checklist & Requirements

The person in charge of the event must review and sign this checklist with facility manager PRIOR to event.

Before Use:

- Is the room clean?
(If not, please list what needs to be cleaned?)
- Do you see any damage to the room?
Do you see any damage to the chairs, tables, or walls?
(Please note any damages noted on the reverse of this Checklist.)
- Decorating opportunities prior to the event will be arranged with the Kitchen Manager or Program Director. This will depend on other scheduled activities of the Meeting Room. Please refer to your contract for allowable decorations.
- Do you know the location of the cleaning supplies and equipment?
- Have fire exits been identified? (Front door, back door, kitchen, gymnasium)

After Use:

- All trash is to be removed from facility at the end of your event. Trash containers that have been soiled must be washed with hot, soapy water, rinsed with hot clear water, and dried. Line clean trashcans with trashcan liners.
- Wipe down tables with hot soapy water.
- Inspect & stack upholstered chairs on roller caddies. Inspect and stack folding chairs on the long rolling caddy.
- Sweep and mop floors.
- Notify Project Director of any irregularities that may have occurred during event. This may include stains on table linens or chair fabric, damage to tables, chairs, carpeting or wall surfaces.
- Take down decorations.
- Turn off lights. Check that all doors are shut tightly and locked.

In case of damage, notify Program Director immediately. It will be determined at that time if you will be charged for any damage.

(Signature of Meeting Room User)

Date