

Pershing County Community Center (PCCC) Checklist for Room Rentals

- Rules, Regulations and Rental Contract and Deposit turned in
- Room Setup Agreement (if applicable) Due by _____, 20____
- Copy of Renter's "Certificate of Liability Insurance" (if not purchasing county insurance)
- Alcohol Being Sold or Served?
 - Alcohol deposit required
 - If sold, training for servers and copy of liquor permit required
 - Insurance required (See other forms in contract for more information)
- Catered? Need signed copy of "Caterer's Permit".
- All monies paid
- Copy of all paper work provided to User

Key Pickup Date _____ **PICK UP BEFORE 2:00 P.M.** (all money, paperwork and insurance are due a minimum of a week before this date in order for key to be released)

Key Drop Off Date _____ by _____ a.m. / p.m. (in person); or the key may be left in the locked office via the mail slot after the event on _____ by _____ a.m. / p.m.

During the Event:

- Walk Thru Before Event (if applicable) How to operate equipment and doors explained
- WIFI PASSWORD _____
- Buildings and Grounds can be contacted for emergencies or questions – numbers are on the front window, on fire extinguishers, posted in the kitchen, or call the Sheriff's Office for assistance (775)273-2641
- NO holes/staples are allowed in the walls. Use the sound boards for hanging decorations
- Do not let your guests be disrespectful to the building, the equipment, or the parking lot. You will be responsible for their messes – this could include fines/fees and/or legal options.

After the Event:

- Take all of your belongings out of the building
- Take all trash to the dumpster (including kitchen, meeting room, foyer and restrooms)
- Check that all toilets and urinals have been flushed
- Adjust thermostats to 74* in Summer, or 68* in Winter
- Check all the exterior doors are closed and locked
- Turn off all lights in the building
- You do NOT need to vacuum; the floors must be picked up of all debris so staff can vacuum
- You do NOT need to put away tables or chairs; or,
- If the community center does ask to have you put away tables and chairs, everyone is in agreement as to how/what/why/etc.
- Kitchen is COMPLETELY spotless and clean. There is a checklist in kitchen above hand sink
- Walk Thru After Event (if applicable)
- Key is returned
- Inform staff of any issues with the facility (safety, broken or missing items, useful ideas)

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Walk Thru Checklist

- ✓ Remind them to check all doors to make sure they are locked when they leave.
- ✓ Heating/Cooling controls and to adjust accordingly when leaving.
- ✓ Light dimmers in large rooms.
- ✓ How to use the microphone controls (on, off, volume) in back room (if applicable).
- ✓ How to use dishwasher (if applicable).
- ✓ Where garbage sacks are.
- ✓ Where emergency B&G numbers are located.
- ✓ What is expected of the group for cleanup (pick up large debris, clean kitchen, if floors are dirty or sticky then mop, empty all garbage cans and put in to dumpster out back, etc.)
- ✓ Should check all conditions outside of building as well.
- ✓ Inform them that there are security cameras inside and outside the building.
- ✓ Deposit is not returned until building key is returned.

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