Pershing County Community Center
Check List for Room Rentals

_____ Rules, Regulations, Rental Contract, and Deposit submitted.
_____ Room Setup Agreement (if applicable) due by: _____, 20_____.
_____ Copy of Renter's "Certificate of Liability Insurance" (if not purchasing county insurance).
_____ Is **ALCOHOL** being served? If so, complete the following:
  _____ Alcohol deposit required.
  _____ If sold, training for servers and copy of liquor permit required.
  _____ Insurance required (see other forms in contract for more information).
_____ Is the event **CATERED**? If so, obtain signed copy of Caterer's Permit.
_____ **ROOM OCCUPANCY** reviewed and acknowledged?
_____ All monies paid?
_____ Copy of all paperwork provided to User?

KEY PICKUP DATE: _____ PICK UP BEFORE: _____. (All money, paperwork, and insurance are due a minimum of a week before this date to release key.)

KEY DROPOFF 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:

_____ Walkthrough Before Event (if applicable); How to operate equipment and doors explained.
_____ WIFI Password: _____.
_____ **FOR EMERGENCIES OR QUESTIONS:** Contact Buildings and Grounds (775) 857-8127 or the Pershing County Sheriff's Office (775) 273-2641.
_____ **NO HOLES OR STAPLES** allowed in walls. Use sound boards for hanging decorations.
_____ Do not let guests be disrespectful to the building, equipment, or parking lot. You will be responsible for clean-up and damage including fines, fees, or legal remedies.

AFTER THE EVENT:

_____ Remove belongings from 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 the summer or 68° in the winter.
_____ Check that all exterior doors to the building are closed and locked.
_____ Turn off all lights in the building.
_____ You **DO NOT** need to vacuum; the floors must be clear of all debris so staff may vacuum.
_____ You **DO NOT** need to put away tables or chairs, OR
_____ If the Community Center asks you to put away tables and chairs, everyone knows how/where/why.
_____ Kitchen is **COMPLETELY** clean. There is a checklist above the hand sink.
_____ Walkthrough after the event is completed (if applicable).
_____ Key is returned.
_____ Inform staff of any issues with the facility (safety, broken/missing items, useful ideas).

Pershing County Community Center Fee Schedule¨

Seven Troughs and Rochester Rooms Undivided *(Max. Occ. 250)*	**Rate per day¨**	**Deposit¨**
1. Profit-Making*	$240.00	$200.00
2. Private Groups	$120.00	$200.00
3. Public Service* or Government	No charge	No charge
4. Memorial or Funeral *(Rent, Insurance, and Deposit only apply with use of kitchen)*		

Seven Troughs and Rochester Rooms Divided *(Max. Occ. 125)*	**Rate per day**	**Deposit**
1. Profit-Making*	$120.00	$100.00
2. Private Groups	$75.00	$100.00
3. Public Service* or Government	No charge	No charge

Tungsten and Rosebud Rooms Undivided *(Max. Occ. 25)*	**Rate per day**	**Deposit**
1. Profit-Making*	$55.00	$30.00
2. Private Groups	$55.00	$30.00
3. Public Service* or Government	No charge	No charge

Single Meeting Rooms – Tungsten, Rosebud *(Max. Occ. 10)*	**Rate per day**	**Deposit**
1. Profit-Making*	$40.00	$15.00
2. Private Groups	$40.00	$15.00
3. Public Service* or Government	No charge	No charge

Full Facilities	**Rate per day**	**Deposit**
1. Profit-Making*	$450.00	$300.00
2. Private	$350.00	$300.00
3. Public Service* or Government	$225.00	$200.00

Foyer	**Rate per day**	**Deposit**
If used for bar, food, or private party	$65.00	$100.00

Kitchen	**Rate per day**	**Deposit**
Partial Use (no dinnerware, stove, or oven)	$60.00	$45.00
Full Use	$75.00	$60.00

Insurance *(for events only)*: $75.00 (sm rooms) $150.00 (lg room)

1. To be paid by everyone except: Sheriff's Office, Hospital, Government entities, recognized youth organizations (i.e. 4-H, Boy and Girl Scouts, etc.) for non-alcohol events.

2. Alcohol serving events will purchase their own coverage and provide proof a minimum of seven (7) days before the event.

Events Serving Alcohol (in addition to rate above)	$30.00 (catering fee)	$300.00
Private Party (i.e., wedding birthday, graduation, etc.)		$500.00

***Definitions:**

Profit Making: *i.e. mining and mineral companies, private business, etc.*
Non-profit: *federally recognized 501 organizations (i.e. Eagles, Lions, American Legion, etc.).*
Public Service: *i.e. health fairs, job fairs.*
¨Fees are valid for 60 days from the date of mailing/receipt; if signing contract after 60 days, please verify fees with the Community Center (775-273-7144) prior to signing.
***Any group seeking waiver of any fees must make the request in writing to the Pershing County Community Center, PO Box 986, Lovelock, NV 89419. No waivers will be granted for deposits.*

Rules, Regulations and Rental Contract
Pershing County Community Center
820 6th Street (PO Box 986)
Lovelock, Nevada 89419
(775) 273-7144

USER: Organization or Individual: _____

Person Responsible: _____
Address: _____
Phone: (Business) _____ (Home) _____ (Mobile) _____

EVENT: Name: _____
Start Date & Time: _____ End Date & Time: _____

FEES: (Per Attached Schedule)

Room(s): _____	Rent: _____
Kitchen: YES / NO	Fee: _____
Alcohol: YES / NO Catered: YES / NO	Fee: _____
County Insurance: YES / NO	Fee: _____
Security Deposit:	Fee: _____
Alcohol Deposit:	Fee: _____
TOTAL DUE:	_____

Paid: _____ Date: _____
Balance: _____ Due By: _____

RULES AND REGULATIONS ***(PLEASE REVIEW AND INITIAL ALL PARAGRAPHS)***

1. **SECURITY DEPOSIT**
   a. _____ A security deposit in the amount noted above must be paid at the time of reservation or the reservation is not binding. This security deposit will be held as a deposit against loss and/or damage. The facility must be cleaned according to specified cleaning requirements and inspected by the Pershing County Community Center Coordinator (Coordinator), before the deposit is refunded. Deposit may be retained by Community Center to cover any damage, replacement costs and/or cleaning expenses. The USER is responsible for any damage to facility or equipment incurred during time of use. Such damages will be charged against, but are not limited to, the amount of deposit. The security deposit is fully refundable if no damage occurs, and cleaning requirements are met.
   b. _____ If any portion of the building or grounds are damaged by the act, fault, or negligence of the USER, USER's agents, employees, patrons or guests', or any persons admitted to the premises by USER, USER shall pay to the COUNTY, upon demand, such sums as shall be necessary to restore the premises to its condition prior to any such damage. User assumes responsibility for the acts and conduct of all people admitted to the premises.
2. _____ **OCCUPANCY:** USER acknowledges and understands the maximum occupancy limitations, including agents or employees, provided on page two (2) – *Pershing County Community Center Fee Schedule.* USER understands that the occupancy for the Seven Troughs and Rochester rooms cannot be increased by renting one or more meeting rooms. Violations of occupancy may result in the COUNTY stopping the event as provided in this agreement.

3. _____ **DAMAGE:** Damage refers to, but is not limited to, damage to the building, contents of the building which includes all art work, excessive stains, sticky material (*i.e.*, gum, glue, candy, etc.) on floors, walls, counters, tables, etc. or incomplete clean-up, as referred to in this contract, and will result in the loss of all or part of the security deposit.
4. _____ **CANCELLATIONS:** Cancellations must be made five (5) days prior to the event or the deposit may be forfeited.
5. **RENTAL FEES**
    a. _____ The rental fee must be paid in full at least one (1) week prior to the scheduled event. The rental fee may be paid in installments, if the total amount is paid at least one (1) week in advance of the event. Total fees due are listed in "Fees" above.
    b. _____ The rental fee stated above is for the start and end dates shown above. Should additional days be needed for set-up and/or cleanup, additional rental fees will be applied and an addendum to this contract will be executed showing additional dates and/or fees.
6. _____ **WAIVER OF RENTAL FEES:** Non-profits seeking a waiver of rental fees must submit a request to waive fees to the Pershing County Board of County Commissioners (BCC).
    a. _____ Request for a waiver of rental fees must be presented to the BCC, at a regularly scheduled meeting, prior to the event. The request shall include detailed information as to why the event may be considered for the waiver of rental fees. Non-profits requesting the waiver of rental fees should have a plan for sustainability of their future events.
    b. _____ The submission of the request to waive rental fees does NOT guarantee that the BCC will approve or deny the request.
    c. _____ Deposit fees and proof of insurance are required.
7. _____ **CONTRACT PACKET:** All paperwork in this contract packet must be completed and returned to the Coordinator at least one (1) week prior to the scheduled event.
8. _____ **FACILITIES AND EQUIPMENT USED:** The USER agrees to use only those Community Center facilities and equipment as set forth in this contract. Usage of other rooms is not allowed unless an addendum to this contract is executed. In the event USER uses rooms or equipment not specified in this contract, COUNTY is entitled to additional rental fees.
9. _____ **CLEANUP:** USER is responsible for the general cleanup of facilities and assumes the responsibility for leaving the buildings and grounds in neat, clean, orderly condition; disposing of all trash; turning off all lights; locking all doors; and adjusting the heat or air conditioner settings up or down, accordingly, when USER event is over.
    a. _____ USER must remove all debris from floors, walls, ceilings, and tables, and deposit debris in the appropriate trash containers provided by the Community Center. Trash cans and waste receptacles must be emptied into dumpsters behind the building. The custodian will replace bags inside trash cans and waste receptacles.
    b. _____ The restrooms, lobby, exterior, and parking lot will be cleared of all debris and trash and left in a neat, orderly condition. Damage and/or excessive stains in these areas will result in the USER losing all or part of the deposit.
    c. _____ No holes are to be put in the walls when hanging decorations, pins can be used in the insulation or sound boards.
    d. _____ The kitchen is to be cleaned and mopped. The oven and stove are to be cleaned and any debris removed. If cleanup is found to be unsatisfactory, including dirty or spotted dishes and silverware, USER may lose all or part of security deposit.
    e. _____ The USER does not have to vacuum. Gather up and remove all personal items and all decorations. The custodian will vacuum the facility.
    f. _____ The USER will be charged for cleaning that is deemed excessive (beyond normal vacuuming and general upkeep and cleaning) such as incomplete kitchen cleaning, excessive stains on carpet that require shampooing, sweeping rocks and debris from the

grounds, etc. The excessive cleanup/damage fee will be in the amount of $75 per hour, per employee or contracted person that performs cleaning services.

g. _____ Buildings and Grounds staff will set up all tables and chairs, per the USER'S Room Setup Agreement. The Buildings and Grounds staff will put away the tables and chairs after the event. Under normal circumstances, the USER should NOT put away tables and chairs. Should setup, takedown, and/or cleaning be required for events occurring the afternoon or evening prior to a weekend, on a holiday, or where there are back-to-back bookings, additional charges will be incurred ($150 for a weekend event $200 for a holiday event). Otherwise, the USER has the option of doing their own setup, takedown, and/or cleaning. Return of deposit is contingent upon a satisfactory walk through by the Coordinator.

h. _____ The USER has provided a Room Set-up Agreement, which includes a list of any special equipment required.

i. _____ Instructions for the dishwasher shall be provided by the Coordinator. The proper preparation of dishes, loading, and operation of the dishwasher will be explained. If the USER fails to follow these procedures resulting in clogged drains, the USER will forfeit all or part of the security deposit.

10. _____ **WALKTHROUGH:** The Coordinator will provide an orientation and give the USER an executed copy of this agreement. The Walkthrough will be provided prior to the EVENT. Use of the Community Center is prohibited until the Walkthrough is completed.

a. _____ The Coordinator and the USER have completed a walkthrough of the Community Center and both agree that the condition of the facility is acceptable; ***OR***

b. _____ The Coordinator and the USER have completed a walkthrough of the Community Center and there are some damages present prior to the EVENT *(notes, documentation, or photographs must be attached)*.

11. _____ **KEYS:** Keys must be returned. If the key is damaged, lost, or not returned immediately following the EVENT, then the security deposit is forfeited, and USER could be responsible for the entire cost of rekeying the building *(reference Key Checkout Agreement for additional responsibilities)*.

12. **INSURANCE**

a. _____ The USER shall provide a valid Certificate of Insurance naming COUNTY as an additional insured in the amount specified by COUNTY for all dates scheduled, including set up and breakdown days.

b. _____ **If <u>not</u> serving alcohol**, USER may obtain insurance through COUNTY (see fee schedule) or provide proof of insurance from their insurance broker.

c. _____ **If serving alcohol**, USER must obtain insurance from their insurance broker and ensure that there is not a Liquor Exclusion in the policy.

d. _____ Failure to provide proof of coverage seven (7) days prior to EVENT may result in cancellation of EVENT.

13. _____ **HOLD HARMLESS:** No contract will be approved until USER has executed the Hold Harmless Agreement for the protection of COUNTY.

14. **ALCOHOLIC BEVERAGES SOLD OR PERMITTED**

a. _____ **If planning to sell alcoholic beverages**, USER shall file a permit application with the City of Lovelock. All alcoholic beverage servers are required to receive training available through the Frontier Community Coalition.

b. _____ **If planning to allow alcohol on the premises during the event**, USER shall give notice to the City of Lovelock Police Department that alcohol will be consumed at the Community Center on the date specified in this agreement.

c. _____ **It is USER'S responsibility to enforce underage drinking laws and to "Keep**
d. **the Peace" while EVENT occurs. USER is liable for any violations of state and local laws regarding alcohol.**

15. NO ALCOHOLIC BEVERAGES SOLD OR PERMITTED

a. _____ **USER will not serve alcohol.** USER understands that EVENT will be dry and USER is responsible for maintaining a dry event. Maintaining a dry event includes monitoring USER guests and ensuring that they are not introducing alcohol to EVENT through outside means.

b. _____ **If EVENT does not remain "dry"** (alcohol was introduced to EVENT by USER and/or guests), a $1,000.00 fine will be imposed on USER. The $1,000.00 fine will be paid to the Community Center immediately; or the Community Center may pursue other legal recourse with the guidance of the Pershing County District Attorney's Office.

16. FOOD AND BEVERAGE SERVICE:

a. _____ All caterers must comply with all Nevada State Health Department and/or Central Nevada Health District rules and regulations. All events open to the public and serving food are required to have a Food Permit, a copy of which is to be included with this contract.

b. _____ All caterers must comply with all Nevada State Health Department and/or Central Nevada Health District rules and regulations. All events open to the public and serving food are required to have a Food Permit, a copy of which is to be included with this contract.

c. Food and Beverage Service served "buffet-style" is not permitted from the Storage Room or without sneeze guards. All food and drink must be presented to the diner by a server if sneeze guards are not in place to follow Nevada State Health Department and/or Central Nevada Health District rules and regulations.

17._____ NO SMOKING: The Community Center has been designated as a no smoking facility. Smoking inside the Community Center is strictly prohibited. Any damages due to non-compliance of this policy will be recovered from the USER. Damages will be charged against, but not limited to, the amount of the security deposit.

18._____ CURFEW: There is a midnight curfew for all events meaning cleanup must be completed by this time. Cleanup time only may be extended by the Coordinator with prior authorization in writing.

19._____ UNAVAILABILITY OF THE COMMUNITY CENTER: If the Community Center is not available for use during the term of this contract due to causes beyond the control of the COUNTY, this contract and all obligations between COUNTY and USER are terminated. USER waives any claim against COUNTY for damages resulting from the termination of this contract under these terms. COUNTY shall refund any unearned portion of this contract previously paid.

20._____ STOPPING EVENT: The Coordinator or COUNTY representative may stop any performance or other activity (a) which is offensive to the morals and decency of the community, (b) to prevent destruction or damage to Community Center property, or (c) in the interest of public safety. USER specifically waives any right to any claim for damages against COUNTY or their employees for such action.

21._____ RULE AND REGULATION CHANGES: The Pershing County Community Center reserves the right to modify or to change policies or rental rates. USER shall abide by all terms of the Rules and Regulations relating to the facility now in effect or that may be adopted hereafter. USER acknowledges receipt of the Pershing County Community Center Rules, Regulations, and Rental Contract.

22._____ LOCAL, STATE, AND FEDERAL GOVERNMENT USE: Local, state, and federal government uses such as meetings, conferences, training sessions and health fairs, blood

drives, and other similar events may be permitted without rental fees; however, insurance coverage needs to be provided.

23. _____ **ASSIGNMENT:** Neither this contract, nor any use of the Community Center or its property contained within this contract can be assigned, transferred, sublet, or used by others without the express written permission of the Coordinator.
24. _____ **FAILURE TO COMPLY:** Failure to comply with the terms of this agreement will result in forfeiture of your deposit.
25. _____ **DISPUTES:** Disputes between USER and Community Center or COUNTY will be resolved through the BCC. USER should contact the BCC to have their complaint or request placed on the next available agenda.
26. _____ **SCOPE:** Together with the Hold Harmless Agreement, Insurance Addendum, Fee Schedule, Room Set-up Agreement, and Key Checkout form, this contract serves as a full and complete understanding between USER and COUNTY. All terms in this contract have their ordinary meaning unless otherwise specified. This contract shall be governed by the laws of the State of Nevada.

By signing below, USER acknowledges that USER has read, understands, and agrees to the terms of this contract.

PRINT NAME (USER)

SIGNATURE (USER) Date

Coordinator acknowledges that they have provided a copy of this rental contract to the USER.

PRINT NAME (Coordinator)

SIGNATURE (Coordinator) Date

Pershing County Community Center
Hold Harmless Agreement

The undersigned wishes to use Pershing County Community Center on the _____ day of _____, 20__ from _____ to _____ for the purpose of _____.

The provisions of this agreement apply to myself, my entity, group or organization and our guests. I agree to abide by all applicable rules and regulations relating to the property. Failure to do so may result in the revocation of permission to use the facilities and an order to vacate the premises.

I agree to reimburse Pershing County for any damage done to its property by myself or any other person associated with myself or my group. I also agree to release and hold Pershing County and its officers, agents, servants, and employees harmless from any claim by any person resulting from my use of the facilities including, without limitation, any claims for damages resulting from death or injury to any person or damage to any property arising out of my activities at the facilities except those directly and proximately resulting from the intentional or negligent acts of Pershing County employees acting within the scope of their official duties.

I agree to give Pershing County prompt and timely notice of any claims made or suit instituted which may directly or indirectly affect Pershing County or its officers, agents, servants, and employees.

I agree to reimburse Pershing County for any expenses incurred in responding to or defending any claims or suits, including the reasonable value of any services rendered or time spent by County officers or employees in responding to or defending such claims or suits.

I also agree to obtain and maintain a policy of General Liability Insurance (occurrence form) in the amount of One Million Dollars ($1,000,000.00) or as may be required by the Pershing County Board of Commissioners. The Policy shall be endorsed to include Pershing County as an insured with respect to liability arising out of my activities pursuant to this Agreement. Proof of coverage shall be provided in the form of a Certificate of Insurance, or any other documentation required by the Pershing County Board of Commissioners and shall provide thirty (30) days notice of cancellation to Pershing County. Pershing County's acceptance of such insurance certificates shall neither relieve me of liability nor shall the amount of insurance limit my responsibility.

If I fail to secure such insurance, Pershing County may, at its option, secure such insurance and I will be responsible for reimbursing Pershing County the expenses incurred.

I certify that I have authority to enter into this agreement on behalf of the entity or organization described below and I am executing this agreement on its behalf.

PRINT AUTHORIZED NAME NAME OF ORGANIZATION/EVENT

AUTHORIZED SIGNATURE DATE

Insurance Addendum
Bodily Injury and Property Damage Agreement
Pershing County Community Center

820 6th Street (PO Box 986)
Lovelock, Nevada 89419
(775) 273-7144

The undersigned, known as USER, wishes to use certain facilities and/or equipment at the Pershing County Community Center as indicated on the contract for (NAME OF EVENT) _____ _____, to be held (DATE) _____ and signed on (DATE) _____ _____.

USER agrees to accept primary responsibility for bodily injury and/or property damage caused by an occurrence emanating from the use of the facility and/or equipment as per the above stated contract. USER's responsibility includes any act, default, or negligence of USER or USER's agents, employees, patrons, guests, or any person admitted to said premises by USER or the consent of any person acting as USER's agent.

However, USER recognizes that any deductible or exclusion under the insurance certificate does not preclude USER from the responsibility for any bodily injury or property damage from the use of the premises.

USER, as part of the contract for facility use, has agreed to a Security Deposit. USER recognizes that the Security Deposit is a deposit only and not to be deemed as final payment for injury or damages not covered under the insurance certificate.

USER shall pay to Pershing County Community Center, upon demand, such sums as shall be necessary to restore said premises to its condition prior to any such damage. The existence of the insurance certificate or security deposit required under the contract does not relieve USER from final liability.

PRINT AUTHORIZED NAME	NAME OF ORGANIZATION/EVENT
AUTHORIZED SIGNATURE	DATE

Insurance Information
Pershing County Community Center
820 6th Street (PO Box 986)
Lovelock, Nevada 89419
(775) 273-7144

USER: Organization or Individual: _____

Person Responsible: _____
Address: _____
Phone: (Business) _____ (Home) _____ (Mobile) _____

EVENT: Name: _____
Start Date & Time: _____ End Date & Time: _____

Room(s): _____
Kitchen: YES / NO
Alcohol: YES / NO
Number of Guests: _____

One Million Dollar ($1,000,000.00) Coverage (minimum) required.

VENUE INFORMATION:

Pershing County Community Center
820 6th Street (PO Box 986)
Lovelock, Nevada 89419
Phone: (775) 273-7144
Fax: (775) 273-0525

Certificate of insurance should be emailed to: pccommunityctr@gmail.com.

PLEASE INITIAL THE FOLLOWING:

1. _____ If you are hosting an event that will be serving alcohol, you must purchase your own insurance.
2. _____ Insurance policies must have a minimum coverage of One Million Dollars ($1,000,000.00), have no liquor exclusion, and name Pershing County Community Center as the venue and additional insured.
3. _____ Proof of insurance coverage MUST be submitted to the Director of Pershing County Community Center a minimum of seven (7) days prior to your event.
4. _____ Keys to the building will NOT be provided to you if insurance information has not been received.
5. _____ The event will be cancelled and deposit fees forfeited if insurance has not been received seven (7) days prior to the event.

USER acknowledges that USER has read and understands this agreement and will provide proof of insurance to Pershing County Community Center.

_____
PRINT NAME (USER)

_____
SIGNATURE (USER) Date

Kitchen Inventory
Pershing County Community Center

820 6th Street (PO Box 986)
Lovelock, Nevada 89419
(775) 273-7144

It is your responsibility to check this list and note any missing and/or damaged items before you utilize the kitchen. Please report these items to the Pershing County Community Center Coordinator **before** the event. Any items missing or damaged upon conclusion of this event will delay all or part of your deposit refund.

NAME: _____ DATE OF EVENT: _____ DATE OF WALKTHROUGH: _____

ITEMS	COUNT	WALKTHROUGH COUNT	END OF EVENT COUNT
Trays	18 match		
Skillets	3 lg., 2 sm.		
Stainless Steel Colander	1		
Large Stock Pots and Small Stock Pots	1 lg., 2sm. (1 sm. w/o lid)		
Kitchen Cutting Knives – Variety			
Steak Knives	140		
Table Knives	349 (+15 odd)		
Forks (+48 new in office)	361 (+12 odd match, 5 odd)		
Teaspoons (+132 new in office)	307 (83 odd match, 6 odd)		
Tablespoons	6		
Spatulas	4		
Tongs	2		
Turkey Baster	1		
Hand Can Opener	1		
Measuring Spoon Sets	2		
Coffee Pot Brush	1		
Roast Thermometer	2		
Sundae Cups	196		
Small China Bowls	112		
Acrylic Sunday Cups	23		
Plastic Tumblers (+17 in box in cupboard under coffee)	233		
Coffee Cups (+36 new in box in cupboard below cups)	317		
Saucers (including those in cupboard & dish cart)	366		
Salad Plates	325		
Dinner Plates	341		
Saltshakers (16 old ones under coffee)	32		
Peppershakers (16 old ones under coffee)	34		

Thermal Coffee Servers	30		
Water Pitchers	32		
Glass Coffee Ports (4 reg; 1 decaf) (+3 new of each in box under coffee)	5		
Coffee Urns (101 cups & 40 cups)	1 each		
Bunn 4 Burner Coffee Maker	1		
Cutting Boards	2		
Steam Table Complete with Pans, Lids, Cord	1		
Sheet Pans	6		
Roasting Pans (4 oblong)	4		
Roasting Pans (square)	1		
Microwave Ovens	1		
Flatware Holders (6 cups each)	4		
Dishwasher Trays (dishes/glasses and bowls)	3 each		
Dishwasher Tray (flatware)	1		
Stainless Steel Bowl Sets of 7	2 (2 sizes missing out of each set)		
Saucepan Set (3 sizes) (+1 small misc pot)	1		
Pumice Stone Holder and Stone	1 (+1 extra stone)		
Baking Pans (oblong, variety of sizes)	4		
Small Cookie Sheet	1		
Gray Push Carts	2		
Gray Tubs	6		
Salad bar with Sneeze Guard	1		
Portable Bar	1		
Refreshment Bar	1		

Cloth towels will no longer be provided by the Community Center. Please bring your own towels during your use of the kitchen and when cleaning the kitchen following your event.

SIGNATURE (USER) Date

SIGNATURE (Coordinator) Date

Room Set-up Agreement
Pershing County Community Center
820 6th Street (PO Box 986)
Lovelock, Nevada 89419
(775) 273-7144

EVENT NAME: _____

EVENT DATE: _____ **EVENT TIME:** _____

TABLES/CHAIRS NEEDED

Number of 6' Round Tables (20 available)	_____	_____
Number of 8' Long Tables (35 available)	_____	_____
Number of Card Tables (8 available)	_____	_____
Number of Chairs (366 available)	_____	_____
Folding Chairs (43 available)	_____	_____

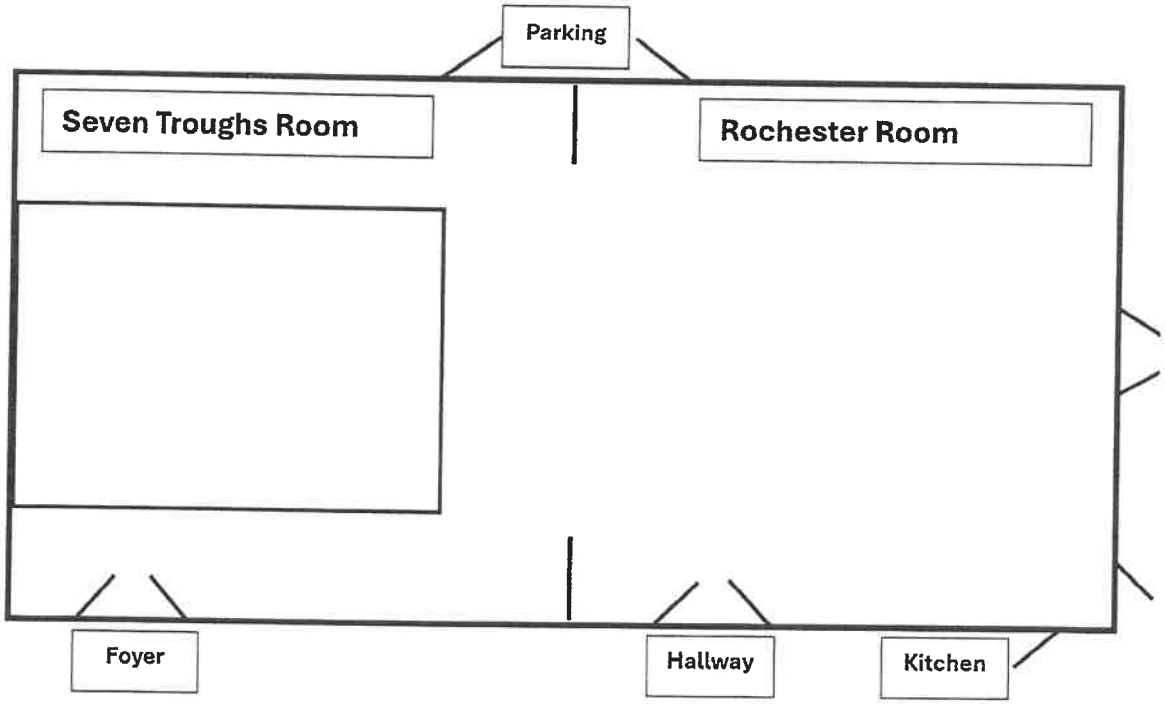
ROOMS REQUESTED

Seven Troughs Room (dance floor)
Rochester Room
Foyer/Lobby
Kitchen

EQUIPMENT *(circle those needed)*

Screen/Projector	Laptop computer	Extension Cords	Flags
Sound System	Microphone	Portable Bar	Power Strips
Stage	HDMI Cables	Salad Bar	Piano
Podium	Remote Controls	Propane BBQ	WIFI/Internet
Printer	Computer Cords	Parking Lot	

BY SIGNING THIS DOCUMENT, YOU ASSUME FULL RESPONSIBILITY FOR ITEMS USED INCLUDING, BUT NOT LIMITED TO, REPLACEMENT COSTS.



USER Signature _____ **Date** _____

Coordinator Signature _____ **Date** _____

Walkthrough Checklist
Pershing County Community Center
820 6th Street (PO Box 986)
Lovelock, Nevada 89419
(775) 273-7144

- ☐ Remind USER of occupancy limitations and that rental of meeting rooms does not increase the occupancy of other rooms.
- ☐ Remind USER to check all doors to ensure they are locked before leaving.
- ☐ Adjust heating and cooling controls accordingly before leaving.
- ☐ Light dimmers in large rooms.
- ☐ How to use microphone controls (on, off, volume) in backroom (if applicable).
- ☐ How to use dishwasher (if applicable).
- ☐ Where the garbage bags are located.
- ☐ Where Buildings and Grounds Emergency Numbers are located.
- ☐ What is expected of the group for cleanup (pickup large debris, clean kitchen, mop sticky or dirty floors, empty all garbage cans and put into dumpster, etc.).
- ☐ Check the condition of the building exterior.
- ☐ Inform them that security cameras are present inside and outside the building.
- ☐ The deposit is not returned until the building key is returned.