



Event Day Reminders & Checkout

Organization Name: _____

Rental Date: _____

Person Responsible: _____

Please check that each step has been completed, and sign bottom of form before leaving facility at end of event. Leave the signed form on the counter in the Café. Thank you.

Before you arrive:

Physical location of building:

The Chamber Meeting Place is located in the Waterfall Business Center at the corner of Grady Avenue and State Road 54 West, near Truett's Luau.

Address:

Fayette Chamber of Commerce
600 Lanier Avenue West, Suite 205
Fayetteville, GA 30214

- Rental Agreement has been completed and emailed to cereto@fayettechamber.org
- Rental invoice has been paid or arrangements have been made for payment and Chamber notified.
- No smoking or alcoholic beverages are allowed in the facility at any time.
- If the user/renter rearranges the furniture from the standard setup, a **Room ReSet Fee of \$100 will be assessed.**
- Please direct attendees to park in the spots that are NOT adjacent to the building except for the handicap spots.
- You can decorate the room but please remember these things:
 - No helium balloons are allowed in the large meeting room. Loose balloons get stuck in the ceiling.
 - No glitter or confetti. If there is excess trash on the floor, please use the vacuum to clean up before you leave.
 - Tablecloths or paper products (cups, plates, etc) are not provided. Please bring your own.
- ICE is available from the machine in kitchen. Use as much as you want/need. Please do not leave scoop inside the machine. It will get buried under the ice.
- Ground coffee and sweetener packets are located in the drawer below the coffee machine. Renter must supply any liquid creamers or k-cups if preferred. Feel free to use the water dispenser.
- Please do not have loud music or other activity that disrupts Chamber business operations.

Before you leave:

- If you changed the thermostats, be sure to hit RUN PROGRAM before you leave.
- Turn off warming oven, coffee pot(s) or any other warmers used to serve food.
- Trash should be collected in the large rolling containers and left in the Café area. If there is an excess amount of trash, please roll the cans to the dumpsters in the parking lot and put trash bags in the dumpster. Bring empty bins back into the Café space. Otherwise, staff will remove from facility. DO NOT DRAG BAGS ACROSS THE CARPETS. Thank you for helping us take care of our facility!
- If food or beverages have been used, wipe down tables or solid surfaces where food/beverages have been used (Meeting Room, Café, Kitchen). There is cleaner in the kitchen.
- If smoke alarm goes off due to burnt food, step outside and call the contact listed below. They will provide you with an alarm code which will need to be entered into the white alarm panel located in the café beside the TV.
- Turn off all A/V equipment (requires pressing off twice), TV screens, etc. This includes microphones as well.
- Check restrooms. Make sure toilets are flushed and no water is running. Turn off lights and the fan as you leave.
- Turn off all lights except for the hall light outside the bathroom area.
- Check that right exit door is locked before exiting. (Lock is located inside the door frame. Lift/lower both the top and bottom levers.) Double-check that the other door is locked after exiting the building.
- After securing the building, text the Chamber representative listed below to let her know that you are finished.

I have checked each of the items above (if applicable) and have verified each applicable step has been completed.

Signed: _____ **Time of departure:** _____

Print name: _____ **Date:** _____

Please leave signed form on counter in Café.

Chamber Contact: Cereto Bean **Phone:** 808-781-9867 (text)