

## **NPUMC Event Supervisor Responsibilities and Post-Rental Form**

1. Review building use request form to be aware of group needs. Meet with the contact when necessary for large event planning, call to clarify unclear needs.
2. On the day of the event, arrive 15 minutes prior to the event; unlock exterior doors with allen wrench. Unlock only the doors needed by the group.
3. Unlock and check reserved room(s) – sweep floors/empty trash if needed. Comment on check-off list if room was dirty. Keep all other areas locked.
4. Turn lights on and adjust heating or cooling in Welcome Center and reserved areas if needed (for Gym, may need to set 24 hrs. ahead).
5. Meet client and show where to get tables, chairs, and any other items they have arranged to use.
6. Verify rooms and equipment have been reserved. If additional space or items are requested, provide pricing to client, obtain signature on the building use request form for additional charge, and make available if possible.
7. Assist client as needed with set-up. Generally, this should involve supervising the set-up process to ensure client finds needed items and to prevent any damage from carts or large objects being moved. Monitor any large or heavy items brought in by client to prevent floor damage. Monitor food and drinks to make sure nothing with blue, red, black or purple dyes are used in gym or carpeted areas.
8. Assist with the set-up and operation of any reserved A/V equipment.
9. Make periodic rounds, watching for problems, safety, or damage. Assist with any special requests.
10. Check restrooms and have trash bags and cleaning supplies ready when the event is over. Assist/supervise tear down to ensure all items are back in the proper places. Ensure all trash is taken to the dumpster. If Kitchen C was used, make sure nothing is left out, and all trash is removed.
11. Use the Post-Rental Form as you go through each room that was rented with the client. Make any notes of issues or changes on the form and leave a copy in the office manager's mailbox.
12. You should be the last to leave the building. Lock up all rooms used, re-set heating/cooling, shut fire doors, turn off lights, and lock exterior doors. When you leave the building, check the exterior doors to be sure they lock.

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Before the client leaves the building, you must ensure all of the following items have been completed and checked:

- Floors cleaned – vacuumed/swept/spills mopped per supervisor discretion.
- Trash taken to dumpster and trash can liner replaced.
- Tables and chairs cleaned and put away.
- All other NPUMC items returned to proper storage.
- Rooms returned to the condition they were found.
- Any used bathrooms checked – toilets flushed, any trash picked up.
- Kitchens – all areas cleaned that were used. All equipment turned off:
  - Stoves                       Coffee Makers
  - Ovens                          Dishwasher

Comments:

Signature of Client: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_