EVENT CHECKLIST

COURTYARD AND OFFICE CONFERENCE ROOMS

Since every room on the FCC campus is a multi-use space, we have set up basic usage guidelines for the benefit of all who use them.

ROOM USE

A Planning Center request must be filled out and approved by FCC Napa staff prior to use.

GENERAL GUIDELINES

Once you have approval for room usage, you are **required** to have a "person in charge" (PIC) from your group to come to the room in advance and see the setup (so you will know where to return items) and know what is available already in the room. This will be the person responsible for leading set up, clean up, and ensuring that the end of event checklist has been completed. Please follow the golden rule of shared space – leave everything better than you found it.

TECHNOLOGY AVAILABLE

Courtyard Room   Wall mount TV and Keurig Coffee Machine

Office Conference Room   (Technology available by request)

* If you would like to use technology, please contact Tami Francke a minimum of 2 weeks prior to your event to arrange for training: tami@fccnapa.org

DOORS/GATES

Before your event starts, you may need to open doors and/or gates to allow people access to the room where you're holding the event. We ask that you close and lock all doors/gates once your meeting/event starts, to protect those attending and our facility. **Please do not leave any door or gate open during your event.**

TABLES AND CHAIRS

If you need tables and/or chairs other than what is already in the room, they are available. Let us know what you'll need, we'll confirm what is available and let you know where they are stored. Your group will need to move them from storage spaces and do your own setup, wash tables off if you do not use tablecloths, and return tables and chairs to storage.

TRASH

Immediately after your event empty any trash from cans in the room into the dumpster in the West parking lot.

FLOORS

If you serve food, please vacuum the floor after your event. The vacuum is stored in the copier room closet in the church office building.

SUPPLIES IN THE ROOMS

You may find supplies in the room that are part of the ministry that most occupies it. Please do not use or remove those supplies. If your group uses the Coffee machine in the Courtyard room, please bring your own supplies and unplug the machine when you leave. If you are unclear, just ask a staff member in advance.

LIGHTS/DOORS

Turn off all lights when you leave. In the Courtyard room, please be sure the lights on the east wall are off and all exterior doors are closed and locked. This includes the sliding glass doors.

BLINDS/CURTAINS

You are allowed to open blinds and pull curtains back to allow natural light into your room when in use. Please make sure that blinds and curtains are closed when your event is over.

AIR CONDITIONING/HEAT

Courtyard Room – AC/Heat are automatically set in this room; nothing to turn on or off.

Office Conference Room - AC/Heat are automatically set in this room; nothing to turn on or off.

EMERGENCY SITUATIONS

Please report emergency items to one of the staff immediately (i.e. – broken water pipe/water flowing into a building/room, broken window, door won't lock/latch, gate won't lock, etc.)

SAFETY/SECURITY ON CAMPUS

FCC does not provide security for events. Please report any suspicious people/behavior to FCC staff. Call 911 if there is an immediate threat or potential danger.

END OF EVENT CHECKLIST:

Not all items will be applicable for your particular room

_____ Empty trash cans

_____ Sweep/mop/vacuum

_____ Turn AC/Heater Off

_____ Sound System/TV/Speakers Off

_____ Put away chairs/tables (if you brought them into the room)

_____ Set the room back as you found it

_____ Turn off all lights

_____ Lock and close all doors/gates (double check when you get outside that doors are latched)