

👉 River Center Event Checklist 👈

*Though we will assist in any way we can, the River Center is unstaffed after hours. We will do everything we can to assist, but may have limited event support capability during normal hours.(we all teach, coach, maintain boats..) After hours or on weekends there must be a designated **SMCM faculty or staff member** responsible for the facility for your event. If you are the responsible party you may delegate additional Faculty or Staff to assist you in the event you cannot cover the entire event personally, but the named person is ultimately responsible for the facility. They will be required to be present as Public Safety opens and close the building to verify security. This checklist has been compiled to assist them.*

Before the Event;

☎️✉️ Carefully check the reservation schedule in EMS

☎️ If after hours, contact Public Safety with an opening and closing request. Be advised **if catering has been ordered** the reservation hours will be automatically expanded 3 hours total- 1-1/2 hours before and 1-1/2 hours after the event for setup, teardown and clean up. **You are required to be present during these times.**

During the Event;

👋 Watch for and be sure people clean up any spilled liquids!

👋 Be aware of activities around the fireplace

Please do not move furniture inside- it will scratch the bamboo floors!

📺 “The Awesome Room” has an iPod Docking station you may use!

After the Event;

💧 Check that wood surfaces are dry

💧 Check that floors are dry

👋 Survey the area and collect trash- outside also if you had people outside

👉 If you had catering, wait for them to finish and monitor their clean up

👉 Put any outside chairs that were moved back where they should be

👉 Close and lock any opened windows, especially by the deck

🔥 Verify the Fireplace is off

💡 Turn off the lights- (**push button**, don't just slide the dimmer down)

✕ Be sure everyone has left the building

👉 Monitor Public Safety has locked the building-

(Beware Double French doors need to both close 100%)