



Conference Center Rental Procedure Checklist

1. Verify room availability _____
2. Complete, sign, and submit rental agreement and pay security deposit to hold desired rental date _____
3. The week of the event, make sure all rental fees are paid _____
4. The week of the event, pick up conference center access key _____
5. Have a successful event _____
6. Return room to the condition in which it was found _____
7. Lock all doors and turn off lights before you leave _____
8. Please return access key to front desk during business hours no more than three days after event *(or you can put the key in the payment deposit box that is in the customer parking lot)* _____

Access Key / Alarm Operation

- Access key will unlock the West entrance to the Conference Center.
- Outside of regular business hours the alarm in the rest of the NineStar building will be armed
- **All Conference Center guests should be out of the Conference Center by 10:45 p.m.**
Conference Center renters should be out no later than 11:00p.m.

- Table cloths are not provided. If you are wanting to purchase table coverings, measurements are as follows:
round tables - 4x4 (48 inches)

long tables - 2x5

- No tape, tacks, command strips or any other adhesive is to be used on the walls of the conference room.

- No alcohol permitted.

- Questions? Please contact Christa Riggs @ 317-323-2132 or criggs@ninestarconnect.com