

Conference Room Information & Check List



NineStar[®]
CONNECT

Information / Rules

- **No tape, tacks, command strips or any other adhesive is to be used on the walls.**
 - **Renter is responsible for any damages that may occur.**
- No alcohol or tobacco is permitted.
- Use of candles or flame is not allowed. (sterno cans for chafing dishes are allowed)
- Conference Center renters should be out no later than 11:00p.m.
- Additional tables & chairs, vacuum, broom, trash bags, and cleaning wipes are available in storage closet. (located in the southeast corner of the room)
- If using audio/visual equipment, instructions are located on the table in the back/west side of room.
- Need help with audio/visual equipment:
 - Monday - Friday 8am-5pm, call 317-323-3095 or 317-326-3131
 - Monday - Friday after 5pm, Saturday, and Sunday, call 317-326-4357

After Event Check List

- Vacuum floors.
- Sweep kitchen floor.
- Wipe down tables in conference room and counters in the kitchen.
- Gather all trash and place in green receptable located in the storage closet.
- Replace all trash cans with new liners/trash bags. (conference room & kitchen)
- Turn off all lights and audio/visual equipment.
- Take all decorations and food with you. DO NOT leave anything in the refrigerator or freezer.
- Lock doors. (panel is located by west entrance)
- Sign this form and bring to the front desk if your event is during office hours or drop it off along with your key fob in the deposit box (located in parking lot) if your event is after hours.

Acknowledgement

By signing below, I hereby acknowledge that I have adhered to all rules and have completed the after event check list. Please note, your deposit will be returned once this form has been submitted and post meeting walk through indicates no damage has occurred.

Date:

Signature: