

McCord Square Community Space Information & Check List



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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 10:00p.m.
- All youth under the age of 18 need to be supervised by an adult.
- Preparation of food is not allowed. Catered food is acceptable.
- The Community Space capacity is 50.
- If you need help with the audio/visual system during your event, please call 317-323-4357.

After Event Check List

- Wipe down tables in community space, hospitality area and counters in the kitchen (wipes located in the kitchen area)
- Gather all trash and place in green receptacle located in the kitchen.
- Replace all trash cans with new liners/trash bags. (located in kitchen)
- Turn off audio/visual equipment.
- Please take all decorations and food with you. DO NOT leave anything in the refrigerator or freezer.
- Sign this form and leave it in the hospitality area.

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: