

CITY OF SNOHOMISH CARNEGIE FACILITY CHECKLIST

Power outlets:	Located in the floor in the silver slide plates.
Additional supplies:	Cleaning products, paper towels, garbage bags are under the sink in kitchenette
Audio/Visual Information:	Access panel is located on the south-east wall by the full wall curtains Log-in code: 1909 AV connections are below the access panel AV How To: Top left drawer in kitchen
Wi-Fi: Carnegie-UpperF1	Password: Carnegie1909
Remote Controls:	Blinds, Fans, Pointer: located in top left drawer of kitchen

The City of Snohomish requires the reservation holder of the Snohomish Carnegie Building to clean the facility before vacating the premises (within their rental hours). The venue must be restored to the manner in which it was found upon their arrival. Failure to comply will result in the loss or partial loss of the damage deposit and/or accrual of additional charges.

It is the responsibility of the reservation holder to:

Prior to the event:

- Acquire all permits or licenses required to support the event.
- Pay all outstanding balances or invoices including but not limited to deposits.
- Acquire special event insurance providing coverage for any event which includes alcohol.
- Permits, licenses and insurance will be the sole responsibility of the renter and provided to the City of Snohomish in advance of the scheduled event.

Day of the event:

- Permits must be present in the facility and location where alcohol will be served (if applicable).
- Review and complete Event Opening information with City staff at the start of scheduled event reservation time.
- Final placement of all tables and chairs.
- Deposit all bagged garbage in dumpster provided behind the building.
- Deposit all recycling products in the containers provided behind the building.
- Sweep, vacuum and dry mop used areas.
- Clean and wipe down tables, microwave, refrigerator, and all counters.
- Rinse out the sink.
- Remove all decorations, tape, etc.
- Review and complete Event Closing documentation at conclusion of scheduled event reservation time and final walkthrough with City staff prior to vacating the facility.

Please remember that all helium balloons, confetti, glitter, rice, marshmallows, birdseed, fog machines, and silly string. Open flame or candles are **NOT PERMITTED** in or around the Snohomish Carnegie Building. If you have any questions, please ask Carnegie staff for clarification and/or assistance.

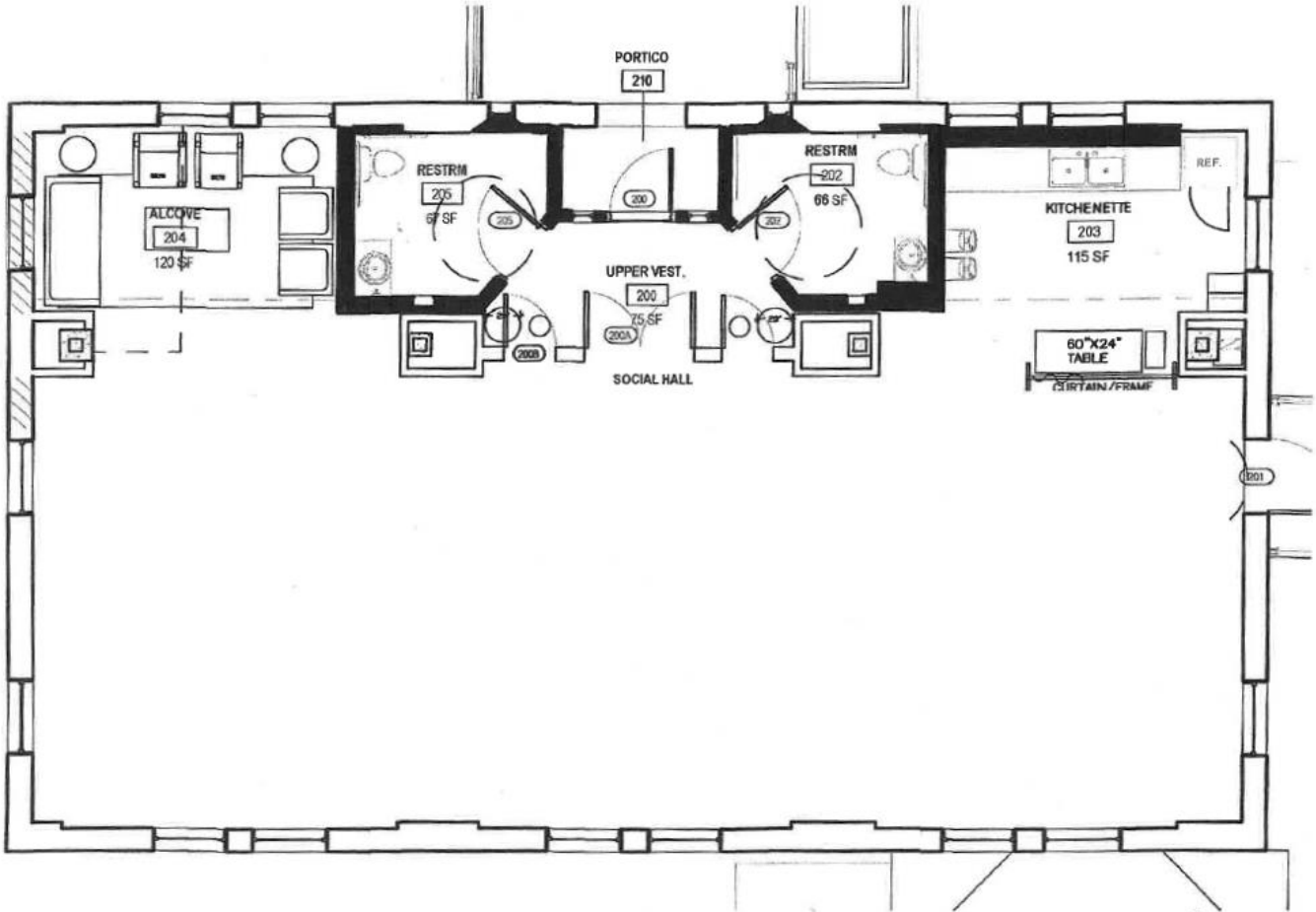
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Please complete the floor plan:

Snohomish Carnegie Upper floor dimensions:

Main Room: 57' 11" x 21' 6"

Alcove and Kitchenette: 8' 11" x 13' 0"



Thank you for your cooperation.

I have read the rules and regulations above and agree to the conditions and charges as established on my own behalf and on behalf of the Organization as applicable.

Printed Name: _____ Date: _____

Signature: _____

Printed Name: _____ Date: _____

Signature: _____

Printed Name: _____ Date: _____

Staff Signature: _____