

Hoffman Center Event/Class Checklist

The Hoffman Center is a shared space, please respect other artists and art-lovers in our community. Please check off each item, sign and return to Vera after your event. Thank you for your help and courtesy!

- Please completely clean up within 24 hours of your event, sooner if there is another event scheduled the next day. Exceptions must be arranged in advance.
- If your event or class lasts longer than one day, please clean up your space within 24 hours of your last class/gathering, sooner if another event is scheduled.
- Stack chairs.
- Fold long tables and stash in the alcove to the left of the stage.
- Vacuum thoroughly. This is especially important if you serve food, or have messy art supplies.
- Clean bathroom. Supplies are under the sink behind the bar.
- Recycle! Put paper, cardboard, glass, etc, in the designated containers. Only trash goes in the garbage can.
- Collect garbage from the various wastebaskets throughout the center, and put new liners in each.
- Take your unused supplies, flyers, handouts, etc, with you, or recycle immediately.
- If you use the sound system, please disconnect microphone at the stage, put it in its pouch, and back into the storage room. Leave the sound board/amp/CD player in place, but turn off power to all three components.
- If you use the heating system, be sure to turn it off before leaving.
- Is the storage room locked?
- Are all lights are turned off, including in the back hallway?
- Are all doors are shut and locked?

Responsible party: _____ Date: _____