

## PRIVATE EVENT GUIDELINES

We are so glad you are able to have your event at Point Harbor! However, we want to be good stewards of what God has given us. Below you will find guidelines for using PHC's property and resources. You will be responsible for following the below guidelines:

### *PRIOR TO THE EVENT:*

- Schedule event with Ashleigh Roots noting the following information:
  - Date & time of event
  - Number of individuals attending
  - What resources are needed (rooms, tables, chairs, etc.)
  - If you need AV – you will need to schedule a certified AV operator from PHC
  - Pay \$150 refundable deposit to reserve the space
- Please make sure you provide the following items on your own:
  - Food/drinks
  - Paper products
  - Decorations
- If any major details of the event change, please let the staff administrative assistant know so changes may be made in our facilities database.
- Arrange for entry and closure of the venue you are using at PHC.

### *AFTER THE EVENT:*

- Clean up decorations.
  - Please take all decorations and supplies home with you.
  - Do not remove any property of PHC.
- Wipe down all tables and chairs, and return them to their storage place or original spots.

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and discover the story God has for your life.*

- Pick up all trash and debris following your event and place in the trash containers. Empty all trash cans and place trash in the green trash dumpster outside of the Student Building. Remember to do this for all the rooms you are using.
- If you are using the kiosk, please do the following:
  - Clean out the refrigerator of all food.
  - Wipe down counters and sinks (whatever you have used).
  - Wash dishes AND PUT AWAY. Do not leave any dishes in the sink to dry.
  - If using coffee pots, please dump the remaining coffee, clean and put away coffee pots.
  - Make sure sink is clear of debris and not clogged.
- Pick up litter and debris from parking area.
- Prevent loitering after the event is over.
- Make sure bathrooms are clean, stools flushed, and trash emptied.
- Make sure all lights are out, all windows shut, all doors fully closed and locked. If area has a security code, please set the alarm as instructed.

Remember, you are responsible for following the above guidelines. If there are items still remaining to be done, you (or a designated person from your event) will be responsible for coming in to take care of this.

Once all the above items have been checked, please sign and date the bottom of this form and return to the PHC staff administrative assistant who scheduled your event.

Name of person (printed): \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In case of emergency, call 911.  
If other problems arise, please call Tom Tuttle at 757. 577.2479

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