

YOUR EVENT: Pre-Event CHECK-LIST

1. SET-UP & BREAKDOWN

- a. BUILDING CONDITION UPON ARRIVAL: While MPHS strives to keep the site clean and neat, many have access to the building and MPHS makes no claim and provides no warranty regarding biological sanitization. CLIENT relies solely upon their personal examination to evaluate conditions of the premises. CLIENT shall notify the VENUE immediately if there is an unsatisfactory condition present upon their arrival.
- b. Do NOT drag or slide furniture, equipment, or boxes on the wood floors.
- c. Moving of furniture is allowed only as approved by the VENUE's Site Manager. All furniture shall be replaced to its original location at the end of the event.
- d. Placement, delivery, and removal of tables, tents, live music, catering equipment, etc. shall be approved by VENUE Site Manager no later than ONE week before the event.
- e. We may be able to store catering equipment and rentals overnight, should the CLIENT choose to remove them the next morning. Make prior arrangements with the VENUE Site Manager.
- f. CLIENT may bring in caterers, face painters, etc. No bounce houses.
- g. Electricity usage may be limited. Confer with VENUE beforehand for the ability to support electrical needs of commercial appliances, beverage trailers, etc.
- h. Self-contained food trucks ARE permitted; NO electricity, water, wastewater disposal, grease or trash disposal is available for their use. Use of gas BBQs and cookers must have prior approval of the VENUE Site Manager.
- i. Floral vendors, decorators, and wedding planners are permitted to provide this service and set-up, but they shall perform set-up during the time allowed and shall be finished setting up 30 minutes prior to the start of your event.
- j. Arrange all vendor deliveries and pick-ups with the VENUE Site Manager beforehand. Delivery and vendor vehicles shall remain on parking areas and the driveway for loading and unloading, refraining from driving or parking on grass or vegetation.
- k. ALL rental equipment, décor, trash, and other supplies and materials shall be off-site by the agreed-upon time; failure to do so will result in partial or full forfeiture of the Security Deposit.

2. GENERAL INFORMATION for USE

- a. You will need a CELL PHONE for emergency purposes. There is no land line in the building.
- b. CODE for the GATE and DOOR KEY LOCKBOX will be given to you by the Site Manager
- c. DOOR KEY - Both doors use the same key. Return it immediately to the lockbox. You will need it to relock the door upon leaving. If lost, you will be charged a \$100 rekeying fee.
- d. LIGHTS:
 - i. Exterior dawn-to-dusk lights are always on the front corners of the building
 - ii. Exterior courtesy light, front door – switch to left of door when you enter the vestibule
 - iii. Exterior courtesy lights, side porch – switch to right of door when you face outside
 - iv. Vestibule lights - switch to left of door when you enter the vestibule
 - v. Classroom lights – 2-way switches at both doors with dimmer levers
 - vi. Classroom wall sconces – LED battery lights with hand-held remote
 - vii. Kitchen lights – 1 & 2-way switches for various lights on E, N, & W walls with dimmer levers
 - viii. Task light under antique cabinet – toggle switch 12” from right end in front
 - ix. Restroom – lights are independent of fan; set the fan timer with the brown keypad
 - x. Storage Room - 2-way switches at both doors
 - xi. When leaving the building, be sure to turn off **all** the lights.

- e. Classroom **CEILING FANS** – switch by double-door with dimmer lever
- f. **THERMOSTATS** – 2 white keypads in the classroom and 1 in the kitchen control 3 independent ceiling units. The building heats very slowly in cold weather so plan ahead with the Site Manager. It stays cool in the summer, so rarely needs air conditioning. When leaving, return the thermostat to the default setting of 60°/"heat" in cold weather or "off". Do not run the furnace or air conditioner with the windows and doors open.
- g. **BLACKBOARD** is also magnetic; use only regular chalk on the blackboard and clean well afterward
- h. **WINDOWS** – Original 1879 Classroom windows will open in an emergency but are fragile. Kitchen windows are new reproductions but need 2 people to lift and place the pins. Individual screens can be placed in the windows. Secure sash latches when closed.
- i. **ELECTRICAL** panels are in the vestibule and in the storage room. Water heaters & electric range will be OFF when not in use. Turn WATER HEATERS & RANGE OFF at Electrical Panel when leaving.
- j. **INTERNET** - Internet router panel is in the storage room.
- k. **WATER SYSTEM** is winterized during freezing weather as per posted instructions. Site Manager will reverse the process. Hot water heaters must be off at panel when winterized.
- l. **HOT WATER HEATERS** must be turned on at panel prior to use. Check each unit for leaks and to confirm it's working properly.
- m. **ON COUNTERTOPS**, use trivets and trays under hot or wet items.

3. TRASH & CLEAN-UP

- a. Three large trash cans with lids and trash bags are provided by the VENUE; one in the Storage Room, two for exterior use stored in the Outhouse.
- b. CLIENT shall gather all trash, food scraps, debris, decorations, trash in bathroom, kitchen, outside trash cans, etc., and shall remove from the site at the conclusion of the event. Haul away your own trash.
- c. NO food shall be left in the refrigerator, cupboards, trash cans, ovens, grounds, or anywhere onsite.
- d. CLIENT will complete all items on the **Clean-Up Check List** after the event and call VENUE Site Manager. The Checklist shall be **signed by CLIENT signifying completion** and left in the vestibule if the VENUE Site Manager is not present.

4. BE KIND & LEAVE THE SITE AS YOU FOUND IT!

- a. Please treat this venerable old building with respect and care. Volunteers have worked exceedingly hard over the past four years to rehabilitate it to functional yet historically authentic condition and make it available for your use today.
- b. Wipe your shoes; do not track muddy feet on the historic fir floors.
- c. Wipe up spilled liquids and foods from the floors and all surfaces immediately.
- d. **Do NOT drag or slide** furniture, equipment, or boxes on the wood floors.
- e. Be gentle on the historic hardware.
- f. Although they do open, do not open the classroom windows without help.
- g. Honor this building's role as a historic site and museum.
- h. Please don't touch or remove the historic artifacts, books, photos, and certificates but appreciate them with respect.
- i. Be gentle with the natural landscape and native plants. Do NOT cut, pull, dig, tromp, drive on, or harm vegetation.
- j. Pick up and properly dispose of any litter.
- k. **CEMETERY:** Historic gravesites of the Mark Family are at the Mark Memorial. Please be respectful of the souls that rest there and the old and fragile grave markers.

FURNISHINGS & EQUIPMENT

FURNISHINGS & EQUIPMENT List

- a. Small FIRST AID KIT, in labeled Storage Room drawer
 - b. Wireless internet indoors & outdoors [*anticipated*]
 - c. WIFI/Bluetooth projector [*anticipated*]
 - d. Freestanding movie screen
 - e. Sound system & wireless mic (Bluetooth)
 - f. TV with slide show capabilities (FAT32/ 4gb or Bluetooth)
 - g. Podium & gavel [*anticipated*]
 - h. American flag
 - i. School bell which may be rung *judiciously*
 - j. Tables: 9 /72" x 30" x 29" white plastic folding tables, seat 6-8; 4/ sq plywood 36" x 36" x 30"
 - k. Chairs: 50/ folding black plastic, 6/ vinyl 1950s chairs; assorted wooden chairs
 - l. One blonde student 1950s desk for check-in
 - m. One low, student table 20" W x 40" L x 18" H for wedding gifts, reception, exhibits
 - n. Vintage electric range with oven, *small* vintage refrigerator, new dishwasher, microwave (NO garbage disposal)
 - o. One large 30-cup drip coffeemaker with spigot
 - p. One 12-cup coffeemaker
 - q. One 12-cup electric hot water kettle for tea
 - r. Coffee carafes
 - s. Some Coffee cups, mixed sets
 - t. Some Dishware – plates, bowls, mixed sets
 - u. Some Glassware – wine glasses, mixed sets
 - v. Some flatware, serving utensils & trays, serving dishes & pitchers – mixed sets
 - w. Punch bowl
 - x. 48 matching 4" glass vases; assorted other vases
 - y. 6 Outdoor picnic tables
 - z. 14 outdoor benches 12" W x 8' L x 16" H (no felt feet)
 - aa. **We DO supply** unscented dish soap, dishwasher soap, unscented hand soap, some paper towels (please replenish), toilet paper, trash bags, and cleaning supplies & equipment.
 - bb. **We DO NOT supply** coffee, tea, sugar, coffee filters, or other food items, etc. Do not leave any food on site.
- Exhibits of historical exhibits and interpretive signage are throughout the museum-like Schoolhouse.

DATE of Pre-Event Walk-Through: _____

REVIEWED DAY-OF EVENT

Signed: VENUE _____

Initial _____

Signed: CLIENT _____

Initial _____

Post-Event CLOSING CHECK-LIST

- NOTIFY the SITE MANAGER** at least ONE hour before departing.
- NOTIFY the SITE MANAGER if first aid supplies, paper & cleaning supplies need replenishing.

Check for DAMAGE:

- EXTERIOR: Fences, Grounds, Landscaping, Signs, Building, Other
- INTERIOR: Floors, Doors/windows, Hardware, Lights, Walls, Blackboard, Bathroom, Kitchen, Appliances, Counters, Cupboards, Equipment, Artifacts/archives, Other

CLEAN:

- Pick up all trash, litter, décor from full 2-acre grounds and driveway
- Remove signs from gate, road
- Unstring lights, streamers, etc
- Remove all interior décor
- Remove all flowers; clean-up plant debris
- Wipe tables, chairs, benches, etc.
- Return furnishings to original locations or storeroom
- Clean kitchen sinks & counters
- Run dishwasher
- Return clean & dry vases, trays, dishes, etc., to proper locations
- Clean bathroom – sink, toilet & floor
- Dump kitchen & bathroom trash cans
- Sweep porch if needed
- Sweep floors
- Damp mop using minimal water; if wet cleaning is needed, dry up any water
- Turn off electric range at panel in storeroom
- Turn off 2 water heaters at panel in storeroom
- Turn off AC or set heat at 60F if cold weather
- Turn off all lights
- Haul all trash from can in storeroom & 2 outdoor trash cans.
- Rinse out trash cans if food or beverages leaked
- Lock back door from inside
- Lock front door
- Return key to lockbox
- Lock gate

SUGGESTIONS/COMMENTS
