**EVENT CHECKLIST**

## ROOMS 115, 116, 117 AND ACTIVITY CENTER

Since every room on the FCC campus is multi-use space, we have set up basic usage guidelines for the benefit of all who use them.

### ROOM USE

A Planning Center request must be filled out and approved by FCC Napa staff prior to use.

### GENERAL GUIDELINES

Once you have approval for room usage, you are **required** to have a "person in charge" (PIC) from your group to come to the room in advance and see the setup (so you will know where to return items) and know what is available already in the room. This will be the person responsible for leading set up, clean up, and ensuring that the end of event checklist has been completed. Please follow the golden rule of shared space – leave everything better than you found it.

### TECHNOLOGY AVAILABLE

| | |
|---|---|
| Room 115 | Wall mount TV, DVD player |
| Room 116 | Audio (microphones; music with your own unit) |
| | Visual (LCD projector -provide your own laptop) |
| | DVD player |
| Room 117 | Wall mount Smart TV, DVD player |
| Activity Center | Audio (microphones; music with your own unit) |
| | Visual (LCD projector – provide your own laptop) |
| | DVD player |

SPECIAL INSTRUCTIONS:

**Room 116 and Activity Center Technology**: Using technology in these rooms requires someone from your group being trained in advance to be allowed to run the sound systems during your event. Contact Doug Wilson a minimum of 2 weeks prior to your event for arrange for training: [dougw@fccnapa.org](mailto:dougw@fccnapa.org)

**Activity Center Projector/Sound System**: If you plan to use the LCD projector or sound system in the Activity Center, we need to know in advance to move items off the stage – because the screen and speakers are behind the divider. Please give a minimum of 2 week notice to arrange for moving items off the stage area.

**Activity Center Non-use Sections:** There are two non-use areas in the Activity Center; the stage and back section. Please do not use these areas, as they are set up for specific school and ministry events.

**Activity Center Speakers:** Speakers for the front of the room are behind the behind the front divider. There is no access to the back speakers at this time. If your group plans to use the sound system and needs the speakers, please provide a two week notice so we can show you how to access these speakers. **It is recommended that if you only need a microphone and speakers to use your own portable system or request to use the portable sound system from FCC.**

**Activity Center Light Switches:** In the Activity Center use only the main light switches for each section (A1, A2, and A3), which will be clearly marked. Please do not turn on the recess lights, projector switch, or stage light switches (these switches are clearly marked as well).


TABLES AND CHAIRS

If your event needs additional tables and/or chairs, other than what is already in the room, they are available. Please give us 2 weeks' notice and let us know what you'll need. We'll confirm what is available and let you know where they are stored. Your group will need to move them from storage spaces and do your own set up, wash tables off if you do not use tablecloths, and return tables and chairs to storage.

## TRASH

Trash cans for the Activity Center events are located in the kitchen (large rolling trash cans). After your event, please return cans to kitchen. Trash cans for 115, 116, and 117 are already in those rooms. Immediately after your event empty any trash from cans in the room into the dumpster in the West parking lot.

## FLOORS

If you serve food, sweep, and mop the floor after your event. Please ask in advance where to find dustmops and wet mop supplies.

## SUPPLIES IN THE ROOMS

You may find supplies in the room that are part of the ministry who most occupies it. Please do not use or remove those supplies. If you are unclear, please ask a staff member in advance.

## TABLECLOTHS

It's usually best to use your own plastic or fabric tablecloths. By advance request (at least 2 weeks prior to event), you can request the use the fabric tablecloths available in the kitchen pantry, but it will be based on availability.

## AIR CONDITIONING/HEAT

If you plan on using the AC/Heat at your event, you will need to be shown how to use system. Please set up a time with dougw@fccnapa.org, at least 2 weeks prior to your event. You will be responsible for turning it on and off.

## DOORS/GATES

Before your event starts, you may need to open doors and/or gates to allow people access to the room where you're holding the event. We ask that you close and lock all doors/gates once your meeting/event starts, to protect those attending and our facility. **Please do not leave any door or gate open during your event.**

## EMERGENCY SITUATIONS

Please report emergency items to one of the staff immediately (i.e. – broken water pipe/water flowing into a building/room, broken window, door won't lock/latch, gate won't lock, etc.)


## SAFETY/SECURITY ON CAMPUS

FCC does not provide security for events. Please report any suspicious people/behavior to FCC staff. Call 911 if there is an immediate threat or potential danger.

**End of Event Checklist:**

*Not all items will be applicable for your particular room*

\_\_\_\_\_ Empty trash cans (put cans back in Kitchen if you used the Activity Center)

\_\_\_\_\_ Sweep/mop

\_\_\_\_\_ Turn AC/Heater Off

\_\_\_\_\_ Sound System/TV/Speakers Off

\_\_\_\_\_ Put away chairs/tables (if used)

\_\_\_\_\_ Set the room back as you found it

\_\_\_\_\_ Turn off all lights

\_\_\_\_\_ Lock and close all doors/gates (double check when you get outside that doors are latched)

\_\_\_\_\_ Please report any non-emergency items the following day (i.e. – broken furniture, light bulbs out, AC or heat not working properly, media issues (TV, sound board, mics don't work), etc.