

# Event/Meeting Checklist

Initial when completed

	Talk to staff member to see if date is available
	Pencil in on JH Calendar with Executive Director's tentative permission
	Paperwork for the appropriate kind of event printed from website and completed
	Appointment made with Executive Director for review of event plans
	Meeting with Executive Director
	Payment of appropriate rent and deposits
	Paperwork reviewed by Executive Director and signed
	Date inked in on JH Calendar
	Payment forwarded to City Hall
	Staffperson assigned to event by Executive Director
	Sound technician (if needed) assigned to event by Executive Director
	Staffperson contacts event organizer and makes any necessary arrangements
	Sound technician contacts event organizer and makes any necessary arrangements
	Staffperson and Sound Technician paid at the end of the event (preferably in cash)
	Building condition reviewed by staff following event
	Authorization of any deposit refund due by Executive Director
	Paperwork permanently filed
	Refund check mailed to event organizer by City Hall

This form is to be used to guide you through the rental process.

Please contact the Office Manager or Executive Director if you have questions.

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