

Meeting Checklist

Initial when
completed

	Event organizer talks 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
	Paperwork returned to office along with appropriate payment
	Paperwork reviewed by Executive Director and signed
	Date inked in on JH Calendar
	Payment forwarded to City Hall
	Keys to building picked up by organizer by pre-arrangement
	Keys returned via mailslot
	Keys checked back in by staff
	Building condition reviewed by staff
	Authorization of any deposit refund due by Executive Director
	Paperwork permanently filed
	Refund check for deposit 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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