



CHECK LIST FOR USE OF Multi-Purpose-Center

JUNE 28, 2007

- MPC 101, 103 : _____ 1. BYU flowers, shrubbery, dirt, etc., must not be used for your decorations.
_____ 2. Wipe all tables before putting away. Please don't sit on tables and staple things to tables. Wipe and stack chairs 10 high before putting away
_____ 3. Dispose of all plants, decorations and trash by placing in. Put in BYU dumpsters. (PLEASE BRING YOUR OWN TRASH BAGS)
_____ 4. Sweep floor.
_____ 5. Leave areas as clean as you found it.
_____ 6. Check with custodial before leaving to see that all conditions are met to insure refund of deposit. ***
_____ 7. Remind your guests that smoking, alcohol, coffee and tea are not allowed on campus
_____ 8. Remind your guests to park only in marked stalls and not the grass, sidewalks and front or side of the MPC.
_____ 9. If staging is needed, please rent risers from BYUH or bring pre-made pieces.

- Kitchen _____ 1. Clean all sinks and counters.
_____ 2. Clean refrigerator and stove.
_____ 3. Sweep and wet mop floor.
_____ 4. Remove all trash off campus from kitchen.
_____ 5. Return all custodial cleaning equipment.

I agree to comply with these rules.

Name of party Signature Date

**** Failure to abide by these terms and the information on the Activity Schedule may cause loss of deposit and/or the opportunity to schedule/use facilities in the future.

*** REFUND OF DEPOSIT REQUIRES THE SIGNATURE OF THE PERSON YOU SCHEDULE WITH.

The area has been inspected and meets all the above conditions _____
Signature