

**BAYSIDE COMMUNITY HALL**

2297 Jacoby Creek Road, Bayside, California  
Mail Address: PO Box 31, Bayside, CA 95524

www.baysidecommunityhall.org  
email: baysidecommunityhall@gmail.com  
Message Phone: (707) 822-9998

**RENTER ORIENTATION**

RENTER: \_\_\_\_\_ EVENT DATE(s): \_\_\_\_\_

**REQUIRED for ALL RENTERS**

completed by: \_\_\_\_\_

- \_\_\_\_\_ Fire Extinguisher Locations
- \_\_\_\_\_ First Aid Kit Location
- \_\_\_\_\_ Emergency Contact Information
- \_\_\_\_\_ Wi-Fi is available: provide password
- \_\_\_\_\_ All light switches and controls, only kitchen sink light to be left on upon leaving
- \_\_\_\_\_ Thermostats: locations, how to set, down to 54 when done
- \_\_\_\_\_ Board for posting Insurance form, ABC Form, Fire Permit
- \_\_\_\_\_ Exterior doors. Key will allow entry & exit via kitchen. Ensure all other doors secure.
- \_\_\_\_\_ Trash handling: one can allowed, ensure liner is used, tightly close and leave indoors
- \_\_\_\_\_ Janitorial equipment: location of mops, bucket, floor solution, where to rinse and leave used mops
- \_\_\_\_\_ Janitorial closet: location of brooms, dustpans, be sure to rehang brooms
- \_\_\_\_\_ Location of cleaning rags: where to put dirty items
- \_\_\_\_\_ Restrooms: locations, extra supplies
- \_\_\_\_\_ Parking lot: traffic cones if needed, review parking rules in rental agreement, parking hazards
- \_\_\_\_\_ Smoking restrictions: outdoor areas where smoking is permissible, cans for butts
- \_\_\_\_\_ Rental Agreement: have they read it? Any questions?
- \_\_\_\_\_ Post Event Checklist: provide copy, have them review, hall must be left in good condition for security deposit to be returned, any questions?
- \_\_\_\_\_ Confirm exact times for set-up and clean-up
- \_\_\_\_\_ Confirm who is the Renter’s Responsible Person on-site during the event:

**REQUIRED for USE OF HALL FURNITURE**

completed by: \_\_\_\_\_

- \_\_\_\_\_ Location of tables under stage
- \_\_\_\_\_ Location of chairs and round tables in kitchen corner
- \_\_\_\_\_ Rules for moving furniture, extreme caution to avoid damage to floor or furniture
- \_\_\_\_\_ Antique 12-foot tables: must remain in kitchen, show location and use of rollers for moving them
- \_\_\_\_\_ Any special instructions for items to be left set up for another renter

**REQUIRED for USE OF KITCHEN**

completed by: \_\_\_\_\_

- \_\_\_\_\_ Sink: how to turn off/on faucet & sprayer, location of plugs, cleaning of upper & lower drains
- \_\_\_\_\_ Stoves: use of burners and ovens, how to turn on fan, hot pads, do not turn off pilot lights
- \_\_\_\_\_ Kitchen Equipment: what items are available for renter use
- \_\_\_\_\_ Refrigerator/Freezer: which ones are available for renter use
- \_\_\_\_\_ Cleaning: location of rags, dish soap, sanitizer tablets and spray

**REQUIRED for USE OF DISHES/GLASSES/ETC**

completed by: \_\_\_\_\_

- \_\_\_\_\_ Where requested rental equipment will be located and should be returned to
- \_\_\_\_\_ Instructions for proper cleaning and sanitizing
- \_\_\_\_\_ Glassware: use fresh water in all sinks, air or towel dry, replace in cartons open side down

\_\_\_\_\_

**REQUIRED for USE OF STAGE**

completed by: \_\_\_\_\_

- \_\_\_\_\_ Stage light controls
- \_\_\_\_\_ Curtains

**REQUIRED for USE OF SOUND SYSTEM**

completed by: \_\_\_\_\_

- \_\_\_\_\_ Location of microphone, stand, etc.
- \_\_\_\_\_ How sound board works, written instructions?

**REQUIRED for USE OF STAGE SCREEN/PROJECTOR**

completed by: \_\_\_\_\_

- \_\_\_\_\_ Power switches to be left on at all times.
- \_\_\_\_\_ Where remotes will be left and where they should be put after use. \$75 fee for lost remote.
- \_\_\_\_\_ Raising and lowering screen
- \_\_\_\_\_ Cable for projector

**REQUIRED for USE OF BACK YARD**

completed by: \_\_\_\_\_

- \_\_\_\_\_ Allow access routes; no vehicles over drain pipe areas
- \_\_\_\_\_ Allowable location for BBQ or bonfire, hose & shovel nearby
- \_\_\_\_\_ Proper anchoring of tents & canopies

Signature: \_\_\_\_\_

Date: \_\_\_\_\_