

# Duwamish Rental CHECK IN

The Staff member assigned to your event is: STAFF NAME : \_\_\_\_\_

Date of the Event \_\_\_\_\_ RENTER NAME \_\_\_\_\_

Person receiving this Orientation will also be the person to do "Check Out" with the Longhouse Staff:

PERSON DOING CHECK IN \_\_\_\_\_ Cell \_\_\_\_\_

## 1. PARKING: Who are your Parking VOLUNTEERS ?

Name \_\_\_\_\_ Name \_\_\_\_\_

Cell# \_\_\_\_\_ Cell # \_\_\_\_\_

- A. Parking Volunteers must wear safety traffic vests at all times.
- B. There are 25 spaces in the LH Lot and 1 is for handicap
- C. Do not let cars in Lot when LH parking is full, Hard to turn around.
- D. **DANGER** - Wave people away VIGOROUSLY, so that traffic does not backup on West Marginal when lot full.
- E. WAVE the STOP Sign, wait for traffic, and wave people across the street when safe to do so.
- F. Use STOP Sign, cones and A boards to direct traffic and assist pedestrians.
- G. If using SPU parking, a volunteer must be stationed at the SPU gate.
- H. Bring in all signs and equipment at the end of the event.
- I. Do not let people park in front of the yellow fire hydrant.

## 2. SET-UP for Client or Caterer

- A. One person must be responsible for and supervise anyone moving tables or chairs.
- B. The Longhouse will set up Tables/Chairs before event if you have provided a floor plan.
- C. Do not drag any tables or chairs. Lift them to avoid scratching the inlaid floor.
- D. No Candles, or Balloons
- E. Banquet tables with chaffing dishes and sterno fuel must have a fire extinguisher at table.
- F. Show emergency Exits, make sure door remains unlocked during event.
- G. Point out placement of all fire extinguishers

## 3. AUDIO/VISUAL Equipment & LIGHTS

Only the person who has received this orientation will be allowed to operate the equipment.

Name \_\_\_\_\_ Cell \_\_\_\_\_

- A. Do not reconfigure the sound board, remove any cables, or unplug any of the equipment or microphones
- B. DJ's using their own equipment must use space assigned by the Longhouse
- C. Sound will be enabled for you to turn up and down only.
- D. Turn projector off, when not in use.
- E. Leave wireless Microphone on the Podium when not in use
- F. Do not let children play with microphones or equipment
- G. Sitting at the North end of the building above the sound equipment is not allowed

4. CATERING or KITCHEN Coordinator

Only the Caterer or Kitchen Coordinator who has received an orientation is allowed to use the Kitchen

Kitchen Coordinator: \_\_\_\_\_ Cell \_\_\_\_\_

- A. At least 1 person/volunteer must have a valid food handler permit to be the kitchen coordinator if cooking is being done onsite unless you are a licensed caterer.
- B. See First Aid Kit
- C. See Fire Extinguishers
- D. No guests/ children are allowed in the kitchen at any time.
- E. Do not operate the Dish Washer unless you have been shown how to operate it
- F. Bring your own supplies: coffee, cups, plates, napkins, forks, knives, spoons.
- G. We do not rent or allow use of LH Linens for tables.
- H. All cooking must be done on/in the stove under the fire suppression system. No electric frying pans are allowed. The deep fryer is not available.

Duwamish Rental CHECK OUT

Parking: Make sure all A-Boards, cones, vests, and flashlights are returned to the front desk.

Longhouse:

- 1. Wipe off tables
- 2. Wipe up floor spills and lightly sweep.
- 3. Leave all Audio/Visual/Sound Equipment as you found it. It will be turned off by staff.
- 4. All garbage and recycling must be placed outside in the dumpsters
- 5. Remove anything you brought it.
- 6. Chair can be folded and stacked on benches or LEFT IN PLACE
- 7. Do not Move Tables - LEAVE IN PLACE

Kitchen:

The Kitchen must be left the way it was found. The Caterer or kitchen Coordinator must Check out with the Longhouse Staff after the event and verify the following have been completed.

- 1. Floors – Wipe up any spills and sweep
- 2. Sinks must be empty and clean
- 3. Place all dish rags, sponges, and towels inside the Washer/Dryer - DO NOT TURN ON
- 4. Any longhouse pots, utensils, knives, cutting boards, bus bins must be washed and sanitized
- 5. Counter tops must be clean and sanitized
- 6. All garbage and recycle must be placed in the outside dumpsters
- 7. Remove anything you brought stored in the walk-in cooler, or freezer
- 8. Do not leave left over food

STAFF INITIAL: CHECK OUT \_\_\_\_\_ TIME: \_\_\_\_\_

NOTES:

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