



ZANESVILLE • MUSKINGUM COUNTY  
**CONFERENCE &  
WELCOME CENTER**

Client Responsibility Checklist

We are honored that you have chosen The Muskingum County Conference and Welcome Center to be the host site for your event. As we give our attention to the details of making your event a wonderful success, we appreciate your attention to the following details, and thank you in advance for leaving our facilities in a respectable fashion for others to enjoy!

Please initial each point upon completion, and submit this form to the on-staff Porter/Building Security person prior to move-out.

**Upon move-out time, client is responsible for the following:**

- \_\_\_\_\_ 1. Remove all bulk trash. This includes debris in trashcans within the exhibit hall: leftover food items, paper products, decorations, beverage cans and bottles. Garbage bags are provided for your convenience. As stated in our rental policies, a dumpster is located in the west parking lot for your convenience. An additional fee will be charged for bulk items not removed. (\$50.00)
- \_\_\_\_\_ 2. If you have rented table linens through the MCCFA, you are to remove them from the tables at the end of your event. Any decorations, party favors, and beverage food items are to be removed and properly disposed. (Do not shake out onto floor, and do not leave debris in linens!) Place soiled linens in the provided linen bags. Place bags of linens in the kitchen area. Absolutely no confetti! Any damage to linens will be corrected at the expense of the client. (\$25.00 per linen)
- \_\_\_\_\_ 3. Rental charges include move in/out times and dates. Overtime labor charges will be applied if an event does not end and move out at the scheduled time. (\$25.00 per hour)
- \_\_\_\_\_ 4. A Porter/Building Security person will be available and onsite during your event. Questions and/or needs such as temperature control may be directed to the Porter. If paper products or attention are needed in the bathroom areas, please inform the Porter. The Porter will turn off all lights and lock the building upon your exit. The Porter is not a “house keeper” or “baby sitter.” Children are to be supervised by parents and/or guardians at all times.
- \_\_\_\_\_ 5. All guests are required to honor the “smoke free” policy. Please advise guests that ash cans are located outdoors at the main entrance of the Welcome Center. Smoking indoors will not be tolerated.
- \_\_\_\_\_ 6. Absolutely no red or purple colored punch, soft drinks, or wine.

**Tips:**

- **Appoint a “clean-up” committee prior to your event.**
- **Plan to end your event at least one hour prior to your scheduled move-out time.**
- **Remind caterers of their responsibilities, as outlined on the provided Catering Guidelines**