

PPC Private Event

PPC Requirements

- Righthand "A" Door unlocked for 30 minutes (15 minutes before until 15 minutes after host arrival time).
- Righthand "A" door unlocked for 30 minutes (15 minutes before until 15 minutes after event start time).
- Cleaning supplies (broom/vacuum, rags/cleaner, trash cans) will be provided.
- Set up instructions will be provided in writing or by photo.
- The alarm will be off.

Host Requirements

- Emergency Contact: Chris Simons 937-609-0189 or 937-830-3376
- Notify your guests that doors will be locked except for the times indicated above.
- Do NOT prop entry doors open. Provide a person inside the building to open locked doors as needed.
- Occupy only the room(s) requested and the nearest restrooms. Guests are not to roam the building.
- Do not touch the room dividers or A/V equipment unless authorized for this event.
- Clean the tables and floors of any mess made by your party.

Full trash cans and bags are to be placed in the kitchen.

Reset the room if instructions are provided.

Turn off any lights and shut the doors.

Ensure all your party members have left, then call Chris (937-609-0189) to set the alarm.

Send an email (ppc@pattersonpark.org) after the event if there were problems, items broken, etc.