

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 (brooms, rags, cleaner, trash can liners) can be found in the kitchen.

If the room requires resetting for the next Ministry event, 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 / (937) 830-3376 or Don Lewis (804) 349-7941

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 bags are to be placed in the dumpster.

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.