



PIEDMONT TECHNICAL COLLEGE

JAMES C. SELF CONFERENCE CENTER RENTAL AGREEMENT CONFIRMATION

I have read and consent to the terms and conditions of the Lease Agreement for the use of the James C. Self Conference Center. Listed below are the additional terms for this agreement:

Name: _____

Address: _____

Phone: _____ Mobile: _____

Credit Card Information: Circle one

VISA Master Card Discover

Card Number: _____

Expiration Date: _____

Amount: _____

Amount is not the final amount billed. You may be billed additionally for clean-up expenses, security fees, or damages. You will be charged an initial nonrefundable deposit of \$100 which will be applied to the total cost of the rental. Cancellations made within 10 days of the event will forfeit 100% of the room rental amount charged.

James C. Self Conference Center Rooms Requested:



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JAMES C. SELF CONFERENCE CENTER USER CLEANING CHECK LIST

THE FOLLOWING IS A BASIC CLEANING CHECK LIST For USERS OF THE JAMES C. SELF CONFERENCE CENTER. PLEASE CHECK EACH ITEM WHEN THE TASK IS COMPLETED, SIGN THIS SHEET, AND LEAVE ON THE ADMINISTRATORS DESK AT THE TOP OF THE STAIRS.
THANK YOU.

LIST AREAS USED: _____

DATE OF USE: _____

KITCHEN:

- ___ Clean sink, counters, stove and microwave (if used).
- ___ Floors - Sweep and Mop.
- ___ Trash - Empty and Carry to Dumpster (the visitors will have to be shown where the dumpsters are).

ROOMS/LOBBY:

- ___ Wipe or wash off all tables.
- ___ Clean all food out of chairs.
- ___ Trash - Empty and Carry to Dumpster.
- ___ Floors - Sweep and Mop or Vacuum.

RESTROOMS:

- ___ Make sure floors are free from trash and debris.

WATER FOUNTAIN:

- ___ Make sure no cups or food is left in fountain.

EVENINGS:

- ___ Call Public Safety when doors need to be locked (phone number - 8000)

SIGNED: _____