

After-Hours Event Rental Procedure

1. How to Know When There Is an Event

Before leaving your shift, **always check for rentals** in one of the following places:

- Event calendar
- Shift notes
- Posted weekly schedule

If an event is scheduled, follow the **Event Closing Checklist** below.

Event Types

1. Staffed Event

A staff member **remains on-site for the duration** of the event.

Responsibilities may include:

- Letting guests in
- Helping with setup
- Monitoring space
- Basic cleaning/restocking
- Locking up after the event

Staff member assigned: **Listed on schedule or in shift notes**

2. Unstaffed Event

Guests **rent the space but staff do not stay**.

Staff responsibilities are:

- Ensure space is ready
 - Ensure guests can access the building
 - Confirm instructions for locking up (manager will be on site at end of event or they are in charge of locking up).
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Event Closing Checklist (For Closing Barista)

If there is an event scheduled **after closing**, complete the following before leaving.

1. Confirm Event Details

Check:

- Start time/who the host is
- Contact person
- Staffed or unstaffed
- Access instructions

If unsure → **Contact manager**

2. Prepare the Space

Make sure the event area is ready:

- Tables and chairs arranged
 - Trash cans empty
 - Restrooms clean and stocked
 - Lights working
 - Music off (unless requested)
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3. Access Plan

Confirm **how guests will get inside**.

One of the following should be true:

- ☐ Staff member staying on site until their arrival
- ☐ Manager scheduled to arrive (in this case, lock up when you leave)

Never leave until you know how guests are entering.

4. Communication

Before leaving, send a message to both Heather and manager:

Example:

"Closing complete. Event space is set for 5pm rental. Guests are inside and have what they need."

“Closing complete. Event space is set for 6pm rental. Manager needs to be on site to let them in.”

5. Final Check Before Leaving

Confirm:

- ☐ Event space ready
- ☐ Guests have access plan
- ☐ Manager aware if needed
- ☐ Lights appropriate for event
- ☐ Doors set correctly

Then proceed with normal closing duties.

If Guests Arrive Late

If guests have not arrived yet but an event is scheduled:

- **Do NOT assume the event is cancelled**
 - Contact **manager**
 - Wait for instructions before leaving
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If You Are Unsure

Always contact your manager. It is better to **double check than leave an event locked out.**

 **Quick rule:**

If there is an event on the calendar, do not leave until you know the plan for guest access.