



**Mí sq' eq' ó Community Building  
DAY OF EVENT FORM**

**OPENING INFORMATION AND PRE-EVENT WALK-THRU:**

Event Date: \_\_\_\_\_

Please have NIT Maintenance staff meet me at \_\_\_\_\_ (AM/PM) to open the building, go over the details, and to do the Pre-Event Walk-thru.

Name and cell number of person to meet NIT Maintenance staff for open: \_\_\_\_\_  
\_\_\_\_\_

**CLOSING INFORMATION:**

Please ensure that the amount of time requested to use the building includes the time needed to clean at the end of the event.

Once your event has concluded and the clean-up has been done, please ensure that all lights have been turned off and that all doors are locked and secured.

**POST-EVENT WALK-THRU:**

Please have NIT Maintenance staff meet me on \_\_\_\_\_ (DATE within 24 hours of event ending or next business day) at \_\_\_\_\_ (AM/PM) to do the Post-Event Walk-thru and to turn in the keys.

Name and cell number of person to meet NIT Maintenance staff for post-event: \_\_\_\_\_  
\_\_\_\_\_

USER SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**AVAILABLE EQUIPMENT:**

8' rectangle tables

Bleachers

Kitchen

Microphone/Sound System

Outdoor Barbeque Area

Black Chairs (for dining/eating)

Purple Chairs (for speaking events/ funeral listening section/  
funeral family dining table/ and for designated elder's  
designated dining table)