



## ROLES & RESPONSIBILITIES

### Rental Customer is Responsible for:

- Setting-up of tables and chairs and all decorating needs.  
*Consult with rental facility staff for approved decorating guidelines and/or restrictions.*
- Keeping the event and all participants within the event space as defined within the Rental Contract.
- **All children must be supervised at all times (this includes parking lot, park, restrooms, lobby areas) by an adult and are required to remain within the event space as defined within the Rental Contract.**
- Removing all equipment and food brought in to the facility to support the event.
- Cleaning conditions post-rental are specific to the site in which the rental occurred.  
*Please consult facility staff for specific information.*
- Cleaning spills and/or debris as they occur and are directly related to the rental, indoors and outdoors.
- Managing garbage receptacles as necessary to ensure no overflow situations.
- Ending the event at the specified time as stated within the contract.
- Should the rental exceed the contracted facility rental time, renter will be charged at time-and-a-half per the hourly rental rate.
- Should apply recycling efforts whenever possible.

### Site / Facility Monitor Provides:

- Initial meet and greet with renter.
- Checks in with renter point of contact every 30-45 minutes.
- Conducts pre-and post-facility rental checklist & report with renter.
- Informs renter (1) hour prior to contracted rental end time to stop serving alcohol and start cleaning up.
- Depositing trash into outside garbage dumpsters.
- Takes pictures of post-facility rental condition.
- Ensures all equipment and food brought in to support the event is removed from facility.
- Ensures all facility equipment is returned to its proper location pre-rental.

### Applicable to All Facility Rentals:

- Facility rental is subject to immediate termination if the Banquet Event Permit is not adhered to.
- Licensed bartenders are required when alcohol is being served at any time during the rental, with the exception of a single-champagne toast.
- Tacoma Police Department or private security is mandatory when alcohol is being served during an event that continues past 8pm.

Renter Signature/Date: \_\_\_\_\_

Or, other designee as per Rental Contract/Application \_\_\_\_\_

MPT Representative/Date: \_\_\_\_\_

***For additional rental customer and facility monitor responsibility information,  
please consult rental facility staff.***