

Building Use Checklist



ESQUIRE THEATER

PRE-ARRIVAL

- Make sure you have submitted your deposit (Due 2 weeks before the event).
- Please pick up a key 1-2 days before the event.
- Look over Building Use Policy.
- Notify us with any needs you may have. Any use of equipment (sound, video, stage lights, and concessions) or consumable supplies requires pre-approval from certified FBC personnel.

ARRIVAL

- Make sure you are arriving no sooner than the time approved by FBC.
- Please pick up a key 1-2 days before the event.
- Do not put anything on the walls.
- Please stay in the designated space you have requested. This ensures the safety of all guests.
- Free Wi-Fi is provided under "FBC Public"

CLEAN-UP

- Wipe down all counters, tables, and any other surfaces that have been used.
- Put up all tables, chairs, and equipment in their proper place.
- Sweep/vacuum all floors.
- Please make sure bathrooms have no significant messes.
- Empty trash cans in the dumpster and replace the liners.
- Make sure all lights are turned off before leaving.
- If you have changed the thermostat, please set it back to the original temperature.
- Check to see all doors are locked and secure.

Please make sure you have completed the *Clean-Up Checklist* above to avoid risk of losing your event deposit.



Esquire Theater
109 E Chestnut St
Bolivar, MO 65613

FBC Office:
Monday-Friday
8:00am - 4:00pm
(417) 326-2431