# Public Meeting/Hearing Facility Checklist

Project Name or Des/ Contract #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **FACILITY INFORMATION** | **NOTES** | **X** |
| --- | --- | --- |
| Located Within Project Area |  |  |
| ADA Accessible |  |  |
| Parking Available (Free? Well-Lit?) |  |  |
| Near Public Transit |  |  |
| Access to Meeting Room from Parking Lot |  |  |
| Restroom Facilities:   * Close to Meeting Room * ADA Accessible |  |  |
| Appropriate Lighting (Consider meeting time) |  |  |
| Meeting Room Measurements |  |  |
| Meeting Room Capacity |  |  |
| Quality Audiovisual Equipment Available and Functioning Properly:   * Screen * Projector * Projector Table * Microphone * Speakers * Podium |  |  |
| Number of Chairs Needed |  |  |
| Number of Tables Needed |  |  |
| Number of Electrical Outlets Extension Cords Needed? |  |  |
| Janitor Service/Self-Service |  |  |
| Fees:   * Facility Rental Fee * Janitorial Fee * Other |  |  |
| Facility Agreement Needed? |  |  |
| Insurance Needed? |  |  |
| Food/Beverages Allowed?  Water Fountain  Soft Drink Dispenser  Trash Containers |  |  |
| Facility Operating Hours:   * Other Meetings/Activities * Split Use/Exclusive Use * Early Arrival to Set Up * No Time Restrictions |  |  |
| Overall Site Security, Lighting, etc. |  |  |
| Number of Directional Arrows Needed:   * Right Arrow * Left Arrow * Down Arrow * Up Arrow * Double-Sided? |  |  |
| Special Instructions:   * Lights * Thermostat * Lock-Up |  |  |
| After Hours Contact Info:   * Name * Phone Number |  |  |

| **GENERAL NOTES ON FACILITY** |
| --- |
|  |

**INSIDE MEETING VENUE SKETCH**

Light Switch

Door

Electrical Outlet

**LEGEND**

Window

x

Table

Please include building, parking area, parking entrance/exit location, building entrance/exit location, lighting, etc.

**OUTSIDE MEETING VENUE SKETCH**