

The Launchpad Cleaning Agreement & Checklist

Renter Name _____

Event Name _____

Today's Date _____

Rental Date _____

KEYPAD ENTRY INSTRUCTIONS

Digital keypad is on the front door. DOOR CODE IS **13579**.

- 1) Tap the blank keypad
- 2) Digital keypad appears
- 3) If random numbers appear on the keypad, touch each of them until they disappear. Then the full keypad will appear.
- 4) Slowly press each number, 1, 3, 5, 7, 9. Wait for each number to "blink" after pressing. You may need to press the number several times until it blinks.
- 5) After the sequence has been entered successfully, the door will automatically unlock.
- 6) WAIT before trying to open the door until it is finished.
- 7) TO LOCK THE DOOR: press the keypad to illuminate the numbers, then touch the "lock" icon. Wait to hear the deadbolt lock.

WIFI

Username: Launchpad

Password: pobox175

NOTES

Cleaning supplies are in the closet next to the front entry.

The HVAC is preset - please don't attempt to adjust it.

We are in a residential neighborhood. Please be mindful when using the outdoor spaces.

RENTAL RATES & DEPOSITS

Special Events are \$65/hour or \$550 per day + a potential fee of \$400 if policies are not met. **YOU MUST LEAVE THE LAUNCHPAD COMPLETELY CLEAN OR YOU WILL BE CHARGED UP TO \$400.** We will charge the card on file the week following your event. If your charge is declined, Launchpad staff will contact you for an updated form of payment. If we have to attempt to contact you more than 2 times, a \$50 fee will be applied to the booking.

SAFETY

A. No open flames

B. No bicycles, skateboards, or dogs in the facility.

C. Alcohol, Controlled Substances, & Smoking. Smoking is prohibited in The Launchpad. Public Special Events serving alcohol must acquire a liquor license. Private, invitation-only, events do not require a liquor license.

D. Interruption or Termination. The Launchpad retains the right to cause the interruption of any event or class in the interest of public safety, and to terminate such an event when, in the sole judgment of The Launchpad, such an act is necessary in the interest of public safety or it is not in accordance with the reservation.

E. Do Not Use/Touch Aerial Silks. Aerial Silks are private property and are not permitted to be touched at any time, under any circumstances. Fines up to \$500 will be assessed for tampering with Aerial Silks.

CLEANING UP AFTER YOUR EVENT

- All floors, walls, windows, doors, furniture, and surfaces must be clean and free from food, liquid, scuff marks, damages, or anything introduced by your event. Sweep and mop all spaces used.
- Pick up trash from the bathroom floors.
- Lock all doors and close all windows. Back doors lock from the inside only. Your party will be charged a \$50 fee for any open windows and you will be fined up to \$400 for any doors left unlocked.
- Remove trash, recycling, and compost **offsite**. The outdoor receptacles at The Launchpad are **not to be used for event trash**.
- Replace benches, ladders, and any other Launchpad equipment to its original place.
- Turn off all lights.
- Lock the front door with the keypad.

I acknowledge that I have read and agree to the above Cleaning Agreement.

_____ Date _____

_____ Date _____

Emergency Contacts (please text for fastest response)

1st Choice: Staci Dickerson 970-379-9419

2nd Choice Megan Janssen 415-200-7008