

"DAY OF" EVENT RENTAL INSTRUCTIONS

Rev. 1-23



BUILDING DOOR ACCESS- VIZPIN SMART APP (iPhone or Android)

ACCESSING THE BUILDING: *Remember: If you requested access previously as instructed, your access has already been set so **DO NOT REQUEST ACCESS AGAIN** or use the **Location ID you were previously given** as it will cancel your previously set access!*

- Walk up to the door where the VizPin reader is located:
 - **Gallery:** *BACK parking lot behind the building, right hand door near patio at metal stairs.*
 - **Studio:** *Front double glass doors on right.*
- Open the VizPin app on your cell phone and ensure your bluetooth, location/GPS and mobile data are ON.
- The VizPin app may prompt you to log in by entering the username and password that **YOU** set up when the app was downloaded. (*LOOM does NOT have this info.*)
- A bright green "**OPEN**" icon will appear in the app; Touch that icon on your screen
- You will hear a click sound when it unlocks the door. Pull open the door (*on Gallery door, push then pull when you hear click*)
- All doors lock automatically so **DO NOT LEAVE THE BUILDING WITHOUT YOUR PHONE!**

TROUBLESHOOTING DOOR ACCESS:

- If you are at the door and the "open" icon does not appear green, refresh the app or close app completely then reopen app.
- If you continue to have an issue, ensure that your bluetooth, location/GPS, and mobile data are ON.
- **DO NOT request VizPin access again via the previously given Location ID. Doing so will cancel access already granted to you.**
- Tried the above but issue persists? Call assigned contact: Jen B (704-516-9949), Kellie (803-493-0879) or Laurie (315-283-8505). Remember, if the renter requires an emergency visit by a LOOM representative in order to access the building (due to renter error or unpreparedness) the renter will be charged a fee.

THERMOSTAT (Heating and A/C):

- The system should always remain on "AUTO" and not "on". Use the up and down arrows ONLY to adjust the temperature.
- In warm months, COOL should never be set below 70, and needs to be set at *80 before leaving the building.*
- In cold months, HEAT should never be set above 76, and needs to be set at *60 before leaving the building.*

TECH / I.T. EQUIPMENT

- **LOOM Guest WIFI password is: community118**
- HDMI cord for your laptop is provided so ensure you have the appropriate port - refer to instructions taped to the back of the TV.
- Under no circumstances shall renter or guests alter or remove any of the I.T. equipment, including cords.
- **Consult with management prior to use for any specific equipment that is needed.**

LOCATION OF SUPPLIES	GALLERY BUILDING (120 Academy)	STUDIO BUILDING (118 Academy)
Toilet paper, paper towels	White cabinet in restrooms	In restrooms
Cleaning supplies and trash bags	Janitor's closet shelves and behind door	Janitor's closet In hallway
Extra black stacker chairs	Behind wood door on left side of Gallery	In the Workshop or Training Room

To ensure you receive a refund on your security deposit and avoid additional charges:

MAKE SURE TO:

- Exit the building by the time indicated on your contract. You will be invoiced for the additional time spent within the space.
- Stop loud music by 11pm (Gallery) or by 12am (Studio) and ensure music cannot be heard in adjacent structures.
- Cease any outdoor congregating and noise by 10:00pm, regardless of building used.
- Only access, occupy or circulate through contracted spaces.
- Utilize the space in the manner contracted as far as purpose, activities, serving of food, etc.
- Remember that the premises are under interior and exterior surveillance for the safety of the renter, guests and the facility.

ENSURE YOU, YOUR PLANNER, HELPERS, DJs AND GUESTS **DO NOT:**

- Damage any portion of the facility or its contents.
- Touch, cover, move or attach ANYTHING to any of the artwork within any LOOM space.
- Move any furniture other than rolling tables and stacking chairs or stand on ANY furnishings.
- Use ANY furnishings from non-contracted adjacent spaces (office/work chairs MAY NOT BE USED for social events).
- *Use nails, screws, staples, gummy materials, duck tape or any damaging items on the walls, floors or any other surfaces.*
- Decorate with glitter, confetti, bubbles or other items that stick, stain or are difficult to clean up.
- Use anything other than battery operated candles.

ENSURE NO ONE IN ATTENDANCE:

- Performs ANY on-site cooking, frying or baking (space for holding and serving of pre-made hot and cold foods ONLY).
- Uses flammable heating elements (with the exception of chafing dish fuel canisters).
- Prepares or serves strong aromatic or lingering foods.
- Takes or consumes anything found in the breakroom (including refrigerator). This includes; bottled water, sodas, alcoholic beverages, food, snacks, etc. These are for LOOM members ONLY.
- Smokes on the premises or within 25 feet of the building.
- Serves alcoholic beverages to guests under 21.

WHEN YOU ARE FINISHED, MAKE SURE YOU:

- Complete all post event requirements and sign the provided wrap up checklist.
- Leave the interior and exterior of the facility in the condition in which it was found at the beginning of the rental period.
- Reset the space as requested.
- Remember that all areas will be inspected by a LOOM Representative after the event.

POST-EVENT REQUIREMENTS Rev. 1-23

CONTRACT SIGNER OR DESIGNATED SINGLE POINT OF CONTACT: Complete this list, check each box when complete, sign bottom and leave in space! If you have a team, renter or single point of contact must themselves ensure items are complete. The following refers to all rented spaces, restrooms, storage areas, break/coffee area, exterior/parking areas and any other spaces approved for use.

- ☐ Wipe debris from table tops, counter tops, plastic chairs. Wipe up any spills from all surfaces.
- ☐ Sweep debris from all hard floors. Use carpet sweeper to remove excess debris from carpeted areas.
- ☐ Check exterior spaces, including patio and parking lot for trash, etc.
- ☐ Collect and dispose of all decorations, adhesives, paper, cups, plates, utensils, drinks, bottles, leftover food, wrappers, etc. on the **INTERIOR AND EXTERIOR** of facility.
- ☐ Empty trash cans and replace with clean bags. Place trash in green exterior trash bins. If bins are full, renter is responsible for taking away trash and disposing of it off-site. Boxes should be broken down.
- ☐ Use trash bags to bag up used Linens (if applicable). Fold unused Linens. Place them in the back storage area.
- ☐ Ensure all equipment is turned off. Do not forget your chargers and other cords or equipment that are yours.
- ☐ Wipe off any marker boards you used and bring them inside. Bring parking/directional signs inside if provided.
- ☐ Refer to floor plan and/or the note left for you in folder for REQUIRED RESET INSTRUCTIONS.
- ☐ Raise or lower thermostat to appropriate temperature setting (Auto mode; Cool and 80 in Summer, Heat and 60 in Winter) unless otherwise previously instructed. DO NOT ever change the Fan setting to ON.
- ☐ Turn off ALL interior lights.
- ☐ Dispose of TAPE if placed on the entry door. Ensure the second glass door is bolted to the upper frame and floor.
- ☐ Check to ensure that ALL exit and entry doors are secure whether you used them or not... and double check!

Be sure to report any damages that are found prior to the event or those that occurred during the event to management ASAP

By signing below, I acknowledge that:

- I have read the foregoing event requirements and post-event responsibilities and understand its contents.
- I am the signer or designated single point of contact on the original rental contract.
- I am at least eighteen (18) years old and fully competent to give my consent.
- I have been sufficiently informed of the penalties of not adhering to the original signed contract or requirements stated in this document.

Name: _____ Signature _____ Date: _____

Thank you for choosing LOOM for your special event!

We hope you enjoyed your event and let us know if we can ever serve you again!