

OpenGov Hub Event Space Rental Checklist

Step 1: Schedule a Tech Run Through

- Schedule a time with your point of contact at OpenGov Hub for you to do a tech run through of our AV systems for your event. This can be the day of your event, if needed.

Step 2: Input visitors' names in Kastle Security System

- This must be done at least a day before your event. Please provide an Excel spreadsheet of names to your point of contact at OpenGov Hub for them to upload to our building security system before your event.
- **Important Notice:** Be sure that all of your guests know they will need a state-issued ID (e.g. passport, driver's license, state ID, Green Card) to get through our building security. If that will be a major issue, please let us know, and we can devise a solution.
- For all events over 20 people, and all evening events: You must have at least one volunteer/staff in the lobby to help register and take guests up to the 5th floor. This is necessary with a high volume of guests and in the evening, when there is no security guard on duty at the front desk after 6pm.

Step 3: Day of Set-up and Breakdown

- Come early to leave enough time to set up the furniture as you would like it - this is the responsibility of the event organizer(s).
- Bring Your Signage (or just write your event name on our standing dry erase signs)
- You are also responsible for all clean up and breakdown after the event. Please leave everything in the condition you would like to receive it. That means putting extra chairs away in the closet or stacking them neatly against the back wall, as well as putting away all trash and wiping down tables, if necessary.
- Please do not leave anything leftover from your event (extra food, drinks, signage, etc.) unless you have notified the Hub Manager *and* have labeled all these items.

Other Notes:

- Do not prop the T4 door at any time - this will cause the alarm to go off. Instead, make sure you've notified your point of contact at OpenGov Hub when you want it unlocked so they can place the request.
- You can use any vendor to drop off food for your event, but be sure to include Suite 500 in the delivery address and have one of your organizers at the OpenGov Hub entrance to receive and sign for the order.
- We also have an [Event FAQ page](#) on our website, with more information that might be useful to you or your guests. This includes transit and parking information.
- OpenGov Hub is an active co-working space, so please keep in mind that you are in people's workplace while you are running your event and show them the same courtesy you would like to be shown in your workplace.